Policy

The Higher Education Opportunity Act (Public Law 110-315) (HEOA) was enacted on August 14, 2008. Under Title IV, the federal law requires all colleges and universities to have a notification and warning plan in place to alert the campus community of an emergency. The U.S. Department of Education is still in the process of developing the regulations that will coincide with this law and will amend the Code of Federal Regulations (34CFR) in the fall of 2009.

This policy, OP-G-9.1.3, establishes the emergency notification and warning program at Florida State University. This program is commonly referred to as the "FSU ALERT" emergency notification system. This document, in aggregate, constitutes the Universityâ€™s Emergency Notification and Warning Plan.
Objective

The objective of this policy is to establish and implement an emergency notification and warning system at Florida State University. This system shall be commonly known as the "FSU ALERT" emergency notification system.

The objective of the emergency notification and warning system, FSU ALERT, is to provide timely notification and warning to all students, faculty, staff, and visitors of Florida State University of a threat, occurring or imminent, that poses an immediate threat to their health, safety, or general welfare while on campus.

Authority

Chapter 1001.75, Florida Statutes, K-20 Governance, designates the University President as the chief executive officer of the state university and is made responsible for the operation and administration of the university.

Chapter 1001.75 (16), Florida Statutes, makes the University President responsible to "Ensure compliance with federal and state laws, rules, regulations, and other requirements that are applicable to the university."

U.S. Public Law 110-315, Higher Education Opportunity Act (HEOA), and Code of Federal Regulations (34CFR) require colleges and universities to have an emergency notification and warning system.

This policy, under the authority of the University President, ensures Florida State University's compliance with the applicable federal law.

Scope

This policy applies only to the Florida State University Main Campus and the Southwest Campus in Tallahassee, Florida. The Southwest Campus includes: Alumni Village, College of Engineering, National High Magnetic Field Laboratory, research facilities, Morcom Aquatics Center, WFSU, FSU Reservation, and the Recreation SportsPlex.

It is incumbent upon the administrative personnel of other Florida State University campuses and related facilities to develop their own localized emergency notification and warning plan that is consistent with all applicable laws, authorities, standards, and this policy.

Assumptions

In order to plan for and consider the effectiveness of the FSU ALERT emergency notification system, one must take into account several planning assumptions:

1. With the exception of some forecasted weather situations, most emergencies requiring activation of the FSU ALERT emergency notification system will be "no notice." This means that there is an immediate threat to individual life safety.
2. With assumption #1 in mind, there is a need to streamline the activation process for FSU ALERT to ensure timely notification and warning. Seconds count! A cumbersome activation and/or approval procedure may result in injury or loss of life.
3. No one-method of communication will reach everyone, everywhere, every time. Utilization of numerous and varied communication methods is required.
4. Electronic communication mechanisms are subject to failure. Redundancy through utilization of numerous and various communication methods is required.
5. Even with numerous and various communication methods, you will never achieve emergency message delivery to 100% of the intended audience due to situations beyond your control.
6. Due to limitations beyond the university's control, a small portion of the intended audience will receive their emergency messages in a later timeframe than desired.

7. Some of the emergency communication methods identified herein are "passive" systems, requiring deliberate action on the part of the recipient to obtain the emergency message. Many will not take this required action.

8. With assumption #7 in mind, a number of the communication methods must be "active" systems, requiring minimal efforts on the recipient's part to receive and comprehend the message.

9. Despite best efforts, errant information may still be generated and distributed by alternate means of communication (i.e. word of mouth). This requires FSU ALERT messages to be clear, concise, succinct, and accurate.

10. Notification systems must account for communication impairments (hearing or sight).

11. Language barriers, such as with international students, will result in misunderstood receipt of messages.

12. Emergency messages must be identifiable as "official" FSU ALERT messages.

13. An aggressive educational campaign is required to introduce the system to every person on campus. This educational campaign must be ongoing to inform each new person that comes on campus through student or new employee orientation.

14. Regular testing of the FSU ALERT system is required to ensure functionality and to familiarize recipients with the system's features. All tests must be evaluated and corrective action recommendations developed, as necessary.

15. As communication technology evolves, new communication methods may be identified as others become obsolete. A constant evaluation of effectiveness is required.

Responsibilities

Environmental Health & Safety

The Environmental Health and Safety Department (EH&S) of Florida State University shall appoint a qualified Emergency Management Coordinator (EMC) to provide oversight, management, and coordination of the University's emergency notification and warning system. The EMC shall ensure compliance with all applicable federal, state, and local laws pertaining to emergency notification and warning requirements. EH&S shall initiate an "FSU ALERT" for any immediate or imminent threat to the campus community stemming from a threat of a natural or technological hazard. EH&S shall disseminate an "FSU ALERT" emergency message via delivery methods under its operational control.

Police Department

The Police Department of Florida State University shall participate in the emergency notification and warning system. The Police Department shall initiate an "FSU ALERT" for any immediate or imminent threat to the campus community stemming from a threat of a criminal nature. EH&S shall disseminate an "FSU ALERT" emergency message via delivery methods under its operational control.

University Communications

The Office of University Communications of Florida State University (UniComm) shall participate in the emergency notification and warning system. UniComm shall disseminate an "FSU ALERT" emergency message via delivery methods under its operational control.

Telecommunications

The Office of Telecommunications of Florida State University (OTC) shall participate in the emergency notification and warning system. OTC shall disseminate an "FSU ALERT" emergency message via delivery methods under its operational control.

Technology Integration

The Office of Technology Integration of Florida State University (OTI) and its subsidiaries shall participate in the emergency notification and warning system. OTI shall disseminate an "FSU ALERT" emergency message via delivery methods under its operational control.
Concept of Operations

I. Methods
The Florida State University emergency notification and warning system, "FSU ALERT", consists of the following communication methods. A combination of some or all methods are utilized depending on the nature, duration and severity of the emergency.

Alert methods are classified as **Primary** versus **Secondary** and **Active** versus **Passive**.

**Primary** alert methods include those which can be promptly initiated; have minimal time to deliver; and reach a broad audience.

**Secondary** alert methods include those which may be time-consuming to activate and/or have a limited audience.

**Active** alert methods include those which require minimal effort on the part of the recipient to receive the alert message.

**Passive** alert methods include those which require a concerted action on the part of the recipient to seek and receive the message.

<table>
<thead>
<tr>
<th>Primary:</th>
<th>Secondary:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Active</strong></td>
<td></td>
</tr>
<tr>
<td>Outdoor Sirens</td>
<td>Voice Over Fire Alarm</td>
</tr>
<tr>
<td>NOAA Weather Radios</td>
<td>Two-way Radios</td>
</tr>
<tr>
<td>Text Messages</td>
<td>Electronic Card-swipe Door Access</td>
</tr>
<tr>
<td>Blue-Light Safety Phones</td>
<td>Vehicle Public Address Speakers</td>
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<tr>
<td>Reverse-Dialing</td>
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</tr>
<tr>
<td>Computer Network Pop-Up</td>
<td></td>
</tr>
<tr>
<td>Windows</td>
<td></td>
</tr>
<tr>
<td><strong>Passive</strong></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.fsu.edu">www.fsu.edu</a> Home Page</td>
<td>Variable Message Boards</td>
</tr>
<tr>
<td>alerts.fsu.edu Alerts Page</td>
<td>Seminole Cablevision - Information</td>
</tr>
<tr>
<td>E-mail</td>
<td>Channel 19</td>
</tr>
<tr>
<td>(850) 644-INFO Hotline</td>
<td>Television</td>
</tr>
<tr>
<td>Radio</td>
<td>Radio</td>
</tr>
<tr>
<td>Voice-mail Message</td>
<td>Newspaper - Online Newspaper</td>
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<tr>
<td>RSS Feeds</td>
<td>People Locator Web Site</td>
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<tr>
<td>Network Login Portals</td>
<td></td>
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<tr>
<td>Facebook</td>
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<tr>
<td>Myspace</td>
<td></td>
</tr>
<tr>
<td>Twitter</td>
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</table>

II. Decision Criteria
Five criteria must be considered to determine if activation of the FSU ALERT system is warranted, which communications will be utilized, and who authorizes activation of the system:

1. **Hazard Type**
   - What is the hazard? (Room fire, tornado, hurricane)
   - What is the impact to the University? (Minor, major, catastrophic)
   - What is the potential for the situation to worsen?
   - Is the situation under control?

2. **Life Safety/Property Protection**
   - What is the potential for death?
   - What is the potential for serious injury?
   - What is the potential for minor injury?
   - What is the potential for damage?
   - What is the potential for disruption to normal course of business?

3. **Urgency**
   - How soon does the message need to go out? (Seconds, hours, days)
   - Is there time for approval?

4. **Audience**
   - Who needs to be alerted? (Administration, faculty, staff, students, guests)
5. **Capabilities/Limitations**
   - How many people need to be alerted? (Dozens, hundreds, thousands)
   - What are the limitations of the system? (Limited audience, lengthy delivery time)
   - Which system should be used? (Press conference, bulk text message, siren)
   - How quickly can the messages be sent? (Immediately, minutes, hours)

III. **Pre-Approved Scenarios & Messages**

The following emergency scenarios and associated FSU ALERT messages are pre-approved by University officials and eligible for immediate activation.

1. Dangerous Situation
2. Hazardous Condition
3. Severe Thunderstorm Warning
4. Tornado Warning
5. Flash Flood Warning
6. Testing

Details regarding each scenario and the associated message text follow in this document.

IV. **Activation Approval Hierarchy**

Activation of the FSU ALERT emergency notification system, for purposes not pre-approved above, must be approved by University officials.

**As practical without jeopardizing life safety**, the following individuals or entities shall be consulted prior to emergency message dissemination. If the preceding person or entity is not available or not feasible, proceed down the list to the next available entity:

- Executive Policy Group
- Senior Vice President of Finance and Administration -or- Vice President of Student Affairs
- Associate Vice President of Finance and Administration
- Chief of Police -or- Environmental Health and Safety Director
- Emergency Manager Coordinator -or- Police Supervisor on duty
- Police Dispatch Supervisor
- Police Dispatcher

V. **Activation Procedures**

Activation Procedures of the FSU ALERT emergency notification system are maintained in a separate, secure document. Given the sensitive operational nature of the contents of the Activation Procedures document, it is considered to be CONFIDENTIAL and FOR OFFICIAL USE ONLY.

The Activation Procedures document is exempt from inspection or copying of public records per Chapter 119.071, Florida Statutes - General exemptions from inspection or copying of public records, 119.071 (3), Security. [Here is a link to Section 119.071, Florida Statutes](https://safety.fsu.edu/emergnotif.html)

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**Logistics Support and Resource Requirements**

*(Included in the Activation Procedure document OP-G_9.1.3.1)*

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**Plan Maintenance**

This Policy and Plan is maintained by the Department of Environmental Health and Safety,
Emergency Management Section. This Plan is to be comprehensively reviewed annually on or by June 30 for implementation during the subsequent fiscal year commencing July 1.

The annual review is conducted by all parties identified with Responsibilities above.

Major, substantive changes in policy, roles or responsibilities requires concurrence of affected parties.

### Appendix 1: Pre-approved Scenario: Dangerous Situation

<table>
<thead>
<tr>
<th><strong>DANGEROUS SITUATION</strong></th>
</tr>
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<tbody>
<tr>
<td><strong>Definition</strong></td>
</tr>
<tr>
<td><strong>Examples</strong></td>
</tr>
<tr>
<td><strong>Initiating Authority</strong></td>
</tr>
<tr>
<td><strong>Origin</strong></td>
</tr>
</tbody>
</table>
| **Received via** | - 911 Caller (FSU Police Dispatch)  
                     - Law Enforcement Officer (FSU Police Dispatch)  
                     - NCIC/FCIC Alert (FSU Police Dispatch) |
| **Urgency** | Immediate (Seconds) |
| **Threat to Life** | Potentially fatal, serious or minor injury to individuals. |
| **FSU ALERT Delivery Methods** | Automatically:  
                           1.) Initiate all Primary - Active delivery methods.  
                           2.) Initiate all Primary - Passive delivery methods.  
                           At the discretion of the Incident Commander:  
                           3.) Initiate select Secondary - Active delivery methods.  
                           4.) Initiate select Secondary - Passive delivery methods. |
| **Default SMS Text Message** | *FSU ALERT!* Dangerous Situation! Seek shelter immediately in nearest building, away from doors and windows. alerts.fsu.edu or 644-INFO for more information. |
| **Default Message for:** | This is an official emergency notification, for distribution to all students currently taking classes, faculty, and staff.  
                          - E-mail  
                          - 644-INFO  
                          - 530AM  
                          - Voicemail  
                          - Pop-ups  
                          [Custom Message from Incident Commander] |
| **Outdoor Siren** | [Attack Wait Tone for 30 seconds]  
                        [Voice Recording]: "Attention! Attention! Dangerous Situation. Seek shelter immediately."  
                        "Attention! Attention! Dangerous Situation. Seek shelter immediately."  
                        [Repeat above cycle continuously until directed to stop by Incident Command] |

### Appendix 2: Pre-approved Scenario: Hazardous Condition

<table>
<thead>
<tr>
<th><strong>HAZARDOUS CONDITION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition</strong></td>
</tr>
</tbody>
</table>
Appendix 3: Pre-approved Scenario: Severe Thunderstorm Warning

SEVERE THUNDERSTORM WARNING

Definition
The National Weather Service has detected a thunderstorm capable of hail (equal or greater to 3/4-inch diameter), and/or winds in excess of 58 mph, that will come onto or very close vicinity to an FSU facility. Generally accompanied by frequent lightning. Only to be issued if the warning polygon includes campus.

Initiating Authority
Environmental Health & Safety Director, Emergency Management Coordinator, FSU Police Department

Origin
National Weather Service - Tallahassee

Received via
- NOAA Weather Radio (scattered throughout campus)
- Interwarn software (Emergency Manager)
- Emergency Alert System (radio, television)
Appendix 4: Pre-approved Scenario: Tornado Warning

TORNADO WARNING

Definition
A tornado has either been spotted by individuals on the ground or detected by Doppler radar. The National Weather Service indicates that the tornado or possible tornado is traveling in a direction that brings it onto or in very close vicinity to an FSU facility. All persons outdoors must seek immediate shelter in the closest sturdy structure. Only to be issued if the warning polygon includes campus.

Initiating Authority
Environmental Health & Safety Director, Emergency Management Coordinator, FSU Police Department

Origin
National Weather Service - Tallahassee

Received via
- NOAA Weather Radio (scattered throughout campus)
- Interwarn software (Emergency Manager)
- Emergency Alert System (radio, television)
- WENS Text Message
- NCIC/FCIC (FSU PD Dispatch)
- Internet websites (weather.gov, weather.com, etc.) [passive]

Urgency
Imminent (1 - 45 minutes)

Threat to Life
Potentially fatal, serious or minor injury to individuals.
### Appendix 5: Pre-approved Scenario: Flash Flood Warning

<table>
<thead>
<tr>
<th><strong>FLASH FLOOD WARNING</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition</strong></td>
</tr>
<tr>
<td><strong>Initiating Authority</strong></td>
</tr>
<tr>
<td><strong>Origin</strong></td>
</tr>
<tr>
<td><strong>Received via</strong></td>
</tr>
</tbody>
</table>
- NOAA Weather Radio (scattered throughout campus)  
- Interwarn software (Emergency Manager)  
- Emergency Alert System (radio, television)  
- WENS Text Message  
- NCIC/FCIC (FSU PD Dispatch)  
- Internet websites (weather.gov, weather.com, etc.) [passive] |
| **Urgency** | Imminent (1 - 45 minutes) |
| **Threat to Life** | Potentially fatal, serious or minor injury to individuals. |

**FSU ALERT Delivery Methods**

**Automatically:**
1.) Initiate all Primary - Active delivery methods.
2.) Initiate all Primary - Passive delivery methods.

**At the discretion of the Incident Commander:**
3.) Initiate select Secondary - Active delivery methods.  
4.) Initiate select Secondary - Passive delivery methods.

**Default**
*FSUALERT!* Flash Flood Warning! Flooding on campus. Do not
### Appendix 6: Pre-approved Scenario: Testing

<table>
<thead>
<tr>
<th><strong>SMS Text Message</strong></th>
<th>walk or drive through flood waters regardless of depth. Go to alerts.fsu.edu for more information.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Default Message for:</strong></td>
<td>This is an official emergency notification, for distribution to all students currently taking classes, faculty, and staff.</td>
</tr>
<tr>
<td>- E-mail</td>
<td><em>FSUALERT!</em> Flash Flood Warning! The National Weather Service has issued a Flash Flood Warning for Florida State University. Flooding has been observed on campus or is imminent. Do not walk or drive through flood waters regardless of depth. Go to <a href="http://alerts.fsu.edu">http://alerts.fsu.edu</a> or call 644-INFO for more information and updates.</td>
</tr>
<tr>
<td>- 644-INFO</td>
<td></td>
</tr>
<tr>
<td>- 530AM</td>
<td></td>
</tr>
<tr>
<td>- Voicemail</td>
<td></td>
</tr>
<tr>
<td>- Pop-ups</td>
<td>[Custom Message from Incident Commander]</td>
</tr>
<tr>
<td><strong>Outdoor Siren</strong></td>
<td>[Attack Wait Tone for 30 seconds]</td>
</tr>
<tr>
<td></td>
<td>[Voice Recording]: &quot;Attention! Attention! Tornado Warning. Seek shelter immediately.&quot;</td>
</tr>
<tr>
<td></td>
<td>&quot;Attention! Attention! Tornado Warning. Seek shelter immediately.&quot;</td>
</tr>
<tr>
<td></td>
<td>[Repeat above cycle continuously until directed to stop by Incident Commander]</td>
</tr>
</tbody>
</table>

**TESTING**

| **Definition** | Once per semester (Spring, Summer, Fall), a comprehensive test of the FSU ALERT emergency notification system will be conducted to ensure functionality and to acclimate the campus community to its use. |
| **Initiating Authority** | Environmental Health & Safety Director, Emergency Management Coordinator, FSU Police Department |
| **Origin** | Associate Vice President of Finance & Administration |
| **Urgency** | None |
| **Threat to Life** | None |
| **FSU ALERT Delivery Methods** | Automatically:

1.) Initiate all Primary - Active delivery methods.
2.) Initiate all Primary - Passive delivery methods.

At the discretion of the Incident Commander:

3.) Initiate select Secondary - Active delivery methods.
4.) Initiate select Secondary - Passive delivery methods. |
| **Default SMS Text Message** | *FSU ALERT!* Test! Test! This is a test of the FSU ALERT emergency notification system. This is ONLY A TEST. Conditions are normal. No action is required. |
| **Default Message for:** | This is an official emergency notification, for distribution to all students currently taking classes, faculty, and staff. |
| - E-mail | *FSUALERT!* Test! Test! This is a test of the FSU ALERT emergency notification system. This is ONLY A TEST. Conditions are normal. No action is required. |
| - 644-INFO | [Custom Message from Incident Commander] |
| - 530AM | |
| - Voicemail | |
| - Pop-ups | |
| **Outdoor Siren** | [Chime Tone for 8 seconds] |
| | [Voice Recording]: "Test. Test. This is a test of the FSU outdoor warning system. This is only a test." |
| | [Select and initiate another outdoor warning: Dangerous Situation, Hazardous Condition, Tornado Warning, Severe Thunderstorm Warning, or Flash Flood Warning. See protocol for that warning.] |
| | [Repeat. Chime Tone for 8 seconds] |
| | [Voice Recording]: "Test. Test. This is a test of the FSU outdoor warning system. This is only a test." |