

SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: Campus Alert System

NUMBER: 7:3

A. PURPOSE

To require contact information for all students and employees in the Campus Alert System and to encourage additional personal contact information be provided.

B. DEFINITIONS

None

C. POLICY

1. Campus Alert System

The universities and the special schools have the capacity to get notification out to all students and staff during an emergency using an automated system called the Campus Alert System. The notices can be sent to an email address, a land-line phone, or a cell phone via voice or text. The notices can follow a hierarchy path as identified by the subscriber to insure notification. All staff and students are encouraged to provide personal contact information for the Campus Alert System.

1.1. Staff Participation

Employee campus-assigned email addresses will automatically be included in the emergency notification system. Employees are required to register for the Campus Alert System and add any campus land-line phone number and the phone number of any cell phone supported by the campus. Employees are encouraged to add personal contact information such as home or cell phone number, or personal email address, but this is not required.

1.2. Student Participation

Student campus-assigned email addresses will automatically be included in the emergency notification system. Students are required to leave the campus-assigned email address in the Campus Alert System. Students are encouraged to add personal contact information such as home or cell phone number, or personal email address, but this is not required.

FORMS / APPENDICES:

None

SOURCE:

BOR March/April 2010; December 2018.