

BLINN COLLEGE ADMINISTRATIVE REGULATIONS MANUAL

SUBJECT: *Blinn Alert Notification*

EFFECTIVE DATE: January 4, 2011; amended September 2, 2014, April 21, 2021

BOARD POLICY REFERENCE: CGC

PURPOSE

There are several circumstances where the Blinn College District may need to communicate important and time-sensitive information to the College District's students, faculty, and/or staff. The Blinn Alert Notification system will allow notification through a variety of means including email, voice and/or text messages. All students are enrolled in the system with cell phone number and Blinn Buc email address when they register for classes. In order to ensure that contact information is up-to-date or to opt-out, go to the [Blinn Alert webpage](#). The contact information you supply for use in the Blinn Alert notification system is considered confidential and will not be shared with any external entity or used for any purposes other than College District announcements.

SCOPE OF AUTHORITY

The following Blinn personnel will have the authority to approve a Blinn Alert:

- Chancellor of the College District
- Executive Vice Chancellor of the College District
- Blinn College District Chief of Police

The following Blinn personnel will have the authority to send a Blinn Alert:

- Executive Vice Chancellor or designee
- Blinn College District Chief of Police or designee
- Director of Marketing and Communications or designee

COMMUNICATIONS

All communications regarding notifications will be directed through the following Blinn personnel:

- Chancellor of the College District
- Executive Vice Chancellor of the College District
- Blinn College District Chief of Police
- Director of Marketing & Communications

PROCEDURES

There are four types of notifications that can be initiated:

1. Emergency - Immediate threats to Life, Health, or Property
2. Legal Compliance - such as: the Clery Act and other governmental requirements.
3. General Closure - such as: Weather and other events resulting in a general closure
4. System Test:
 - The notification system will be tested monthly and will consist of email and phone notification format