Procedure Statement
There are several circumstances where Blinn College will need to communicate important information to the College’s students, faculty, or staff. The Blinn Alert Notification system will allow notification through a variety of means including telephone, email, or other electronic communication formats or device.

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

- College President
- Approved Executive Council members:
  - Vice President - Student Services
  - Vice President - Administrative Services
  - Provost - Brazos County Campuses
- Emergency Management/Safety Coordinator or designee:
  - Senior Administrator - Budgets, Contracts, Insurance
- Chief of Police or designee:
  - Patrol Captains
  - Police Dispatch

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

- Emergency Management/Safety Coordinator or designee:
  - Senior Administrator - Budgets, Contracts, Insurance
- Approved Marketing/Media Relations:
  - Director Marketing/Media Relations
  - Assistant Director Marketing/Media Relations

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

- Emergency Management/Safety Coordinator
- Police Department
- Marketing/Media Relations
- Approved Blinn Alert Notification System users

Procedures
There are three types of notifications that can be initiated:

1. Emergency - Immediate threats to Life, Health, or Property
   The following events are generally considered immediate threats constituting an emergency:
   - Immediate severe weather
   - Immediate severe acts of violence
   - Statements of action from government agencies such as: the National Weather Service; Homeland Security; State, County, or Local Law Enforcement; and Emergency Management
     o In the event of an immediate emergency, the following Blinn personnel may implement a direct notification:
       - Emergency Management/Safety Coordinator
       - Chief of Police or Police Captains
     o A brief statement will be issued on:
2. Legal Compliance - such as: the Clery Act and other governmental requirements
   In some cases, an incident may require reporting. Most of these will be notifications that meet regulatory compliance, such as: the Clery Act, Homeland Security, and other information deemed necessary by the College President, College Executive Council, or other legal entities.
   - College President or designee will be notified of the announcement and give approval
   - Once approval/notice has been made, the following Blinn personnel will:
     - Marketing/Media Relations will format the message
     - Blinn Alert Notification by Emergency Management/Safety Coordinator or designee or approved Marketing/Media Relations personnel

3. General Closure - such as: Weather or College Executive Council approved
   General Closure, typically, will be weather related events, such as: winter storm, flooding, or hurricane. Closings may also occur for other approved events, such as, utility outages and special events. The following procedures will be carried out by Blinn personnel:
   - Each campus will consult with the College President or authorized members of Executive Council
   - The Emergency Management/Safety Coordinator consults with the College President and/or authorized Executive Council members and develops strategy
   - Marketing/Media Relations will be notified by authorized members of Executive Council or Emergency Management/Safety Coordinator
   - Announcement will be written
   - Announcement will broadcast
   - Broadcast via Blinn Alert Notification System

4. System Test:
   - The notification system will be tested quarterly
   - The test will consist of email and phone notification formats
   - The test will be sent to all authorized Blinn Alert Notification System users

BOARD POLICY REFERENCE
Section C – Business and Support Services, CGC (Legal), Safety Program – Emergency Plans
Section C – Business and Support Services, CGC (Local), Safety Program – Emergency Plans