

TRINITY INTERNATIONAL UNIVERSITY

TIU POLICY: **Emergency Text Messaging Alert System Policy**

TIU POLICY #: **P-732**

STATUS: **Approved, September 2013**
 Updated, July 2015

I. PURPOSE:

The purpose of this policy is to clarify procedures for the transmission of text message alerts with the issuance of timely warnings to a large segment of the Trinity International University (University) population as quickly as possible.

II. SCOPE:

This policy applies to all University campuses and extension sites.

III. POLICY:

University employees from the following areas may issue an emergency text message alert:

- Safety and Security Services
- Student Life
- Communications
- University Leadership Team
- Others as designated

The text message alert system may be activated for a timely warning, an emergency notification, or a time-sensitive and/or urgent message. In order to use the text message alert system, the individual(s) mentioned above should log into the University emergency text message alert site, choose the appropriate template and activate the system.

This notification service is provided in addition to existing emergency reporting procedures and does not replace or eliminate any emergency notification system.

This system will be tested at least once annually to ensure proper working order. Information Technology will be responsible to update the system at the start of each fall semester and update new students throughout the school year as their information becomes available.