

## **Mass Notification - Siren System Procedures**

In an attempt to notify our faculty, staff and student body should an emergency or threat occur on campus, Covenant has integrated a mass notification alerting system into its campus landscape.

This mass notification system is designed to broadcast a number of distinctive tones across campus should a severe weather warning, possible threats or actual emergencies arise. After the siren has ended its broadcast of the tone, a voice recorded message will then be broadcast, providing details of the emergency as well as detailed instructions to follow until the emergency or threat has ended (please see page 3 for a list of these recorded messages). In the event an actual emergency has occurred, the Covenant College Emergency Management Response Team will be assembled by the Safety and Security Coordinator, evaluate the situation and begin operations to recover from the emergency immediately. This team will meet in the Probasco Visitor Center (if emergency is in the Probasco Visitor Center, the meeting location will be the Safety and Security office in Carter Hall) to determine the extent of the emergency, communicate with the local authorities, direct staff of tasks required of them during the emergency, etc.

Should a member of this team be unable to assist due to reasons such as an absence, the team will decide on a temporary replacement. This replacement will more than likely be the associate that reports directly to the absent team member.

The Safety and Security Administrative Assistant will be designated to operate the command/communication center from his/her office. His/Her tasks will include sending out e-mails that will make you aware of the situation and will follow-up those e-mails by sending e-mail updates throughout the emergency, taking phone calls from concerned faculty, staff and students, contacting the local authorities to establish updates of the situation, etc. Should the command/communication center need to be relocated for whatever reason, it will relocate to the Probasco Visitors Center. Should the Safety and Security Administrative Assistant not be available during the emergency, the Safety and Security Coordinator will be the contact person (423.503.5304).

Depending on the nature of the emergency, staff (other than the Emergency Management Response Team) may be required to assist the Emergency Management Response Team. If so, the Maintenance and Operations staff will be utilized by the Safety and Security Coordinator contacting the Maintenance and Operations Manager. Should this staff need to assist, you are required to follow all instructions given by them.

This notification system will be monitored and activated by the Safety and Security staff and the system's activation panel will be located in the Safety and Security office.

In the event you arrive to work/school and aren't allowed to enter the campus, you can gain information regarding the emergency by contacting the command/communication center at 423.260.5416.

In the event you are located at the Covenant baseball/softball fields when the system is activated to indicate a tornado warning, please seek low-lying ground and lay flat on your stomach with your hands covering the back of your head. If the low-lying ground you seek is a ditch, please use caution as ditches can quickly flood, causing a person to drown.

If you are not a member of the Emergency Management Response Team and have not been asked to help in the emergency, you are required to follow the instructions given once you hear the tone being broadcast. Also, no one should make contact with the press or any other news media outlet except for the Director of Communications (who is a member of the Emergency Management Response Team).

In the future, if the college recognizes the need to add tones to the system, to cover additional emergencies, detailed instructions for those recently added tones will be added to these procedures and as detailed in a memo that will be sent to all faculty, staff and students of the college.

Testing of this system will be performed annually. When testing, the tones being broadcast will be preceded with a recorded message broadcasting that “This is only a test” and will follow with a message stating that the test has ended.

If you have any questions regarding this system, its purpose or the procedures that accompany it, please visit the Safety and Security office or call 706.419.1229 between the hours of 8a and 4:30p or our web-page at (<https://scots.covenant.edu/safety/default.asp>). After hours questions concerning the system can be answered by calling the Safety and Security emergency phone at 423.400.9066.

### **Pre-recorded Tone Alerts**

**Tornado Warning:** Indicates that a tornado warning has been issued for our immediate area. Should you hear this tone, please proceed to the “tornado evacuation zone” for the building you are in. This area is highlighted on the diagram that’s on the back of every door on campus. Please do not leave the tornado evacuation zone until a staff member has advised you that it’s safe to leave.

-If you’re outside of a building or in a location that doesn’t have a tornado evacuation zone posted, please proceed to the lowest floor of the closest building to you, follow the voice prompt instructions that follow the siren tone or follow anyone that you see that’s en route to a nearby building.

- Shortly after the notification system is activated, you will receive an e-mail also providing details and instructions for those that are inside buildings at the time the system is activated.

**Do not:**

**-Do not go outside the building**

**-Do not remain in a room with exterior window glass during severe weather**

**-Do not use the elevator**

**-Do not get into your vehicle or attempt to drive away from any parking area**

**-Do not assume that the emergency has ended just because the broadcasts have ended**

**Campus Threat:** Indicates a threat on campus. This threat could possibly be a gunman or an unstable person, etc. Should this tone be broadcast, please lock the door to the room you are currently in and do not unlock the door until a member of the Covenant staff directs you to. While locked in the room, you are to sit or lay as to be below all windows in the room. You are also advised to seek cover under any desk or table in the room.

- If you’re outside of a building or in a location that doesn’t provide shelter, please proceed to the nearest building to you, follow the voice prompt instructions that follow the siren tone or follow anyone that you see that’s en route to a nearby building. In the event you reach a building for shelter and the rooms of that building have been locked down, please seek shelter under any desk or table that you find and stay below and away from windows until a member of the Covenant staff indicates the emergency has ended.

- Shortly after the notification system is activated, you will receive an e-mail also providing details and instructions for those that are inside buildings at the time the system is activated.

**Do not:**

**-Do not panic**

**-Do not attempt acts of heroism by rushing or attempting to disarm the perpetrator**

**-Do not look the individual directly in the eyes or stare at them**

**-Do not initiate a fire alarm**

**-Do not assume the emergency has ended just because the broadcasts have ended**

**\*In the event of a campus threat, it will be the discretion of the Safety and Security Coordinator as to which buildings or doors on campus should be locked/unlocked.**

**All Clear Tone:** Indicates an “all clear” on campus. An “all clear” alert indicates that the possible emergency situation has ended and that you can return to your regular routine.

**Test:** Indicates that the system is being tested. Please disregard this testing.

#### **Pre-recorded Messages**

**Tornado Warning:** Warning! A tornado warning has been issued for our location. Please take shelter immediately in the basement of the nearest building!

**Campus Threat/Lockdown Warning:** Attention! This is an emergency lockdown order! Remain calm, proceed to the nearest building and stay there. Follow the instructions of the emergency officials. This is an emergency lockdown order. Obey the emergency officials. Remain calm! Stay tuned for e-mail updates!

**All Clear:** All clear! The emergency is over! All clear! The emergency is over!

**This is a test:** This is a test! This is a test of the emergency warning system. This is only a test!

Note: While testing the siren system, we discovered that two areas of campus couldn't hear the notifications as well as other areas. The Great Hall and the first floor of the Mills Science building have each been equipped with their own “stand alone” notification systems that will simultaneously broadcast the same tones and messages as the main system.