



EMERGENCY NOTIFICATION POLICY

Brunswick Community College (BCC or the College) is committed to providing efficient and effective emergency notification to Faculty, Staff, Students and Visitors on campus. The Emergency Notification System or “DOLPHIN Alert” provides immediate information about time sensitive campus situations and directions on what actions to take to maintain personal safety. Tools for personal notification include text messages, phone calls, and email. “DOLPHIN Alert” is a system where participants opt in. Messages can be delivered in mass or site-specific.

The President or designated representative shall authorize the need for an urgent notification and determine the extent of the required instructions and actions. The decision to send out an emergency notification is based on the need for the receiver of the message to take immediate action. All BCC employees should become knowledgeable of emergency response protocols in order to be prepared to act and assist students and members of the public when an emergency notification is released.

PROCEDURES

The primary notification systems include:

- Text Messages
- Email – Campus or Personal
- Desktop Screen
- Personal Phone Messages
- Campus Phones in Classrooms and Offices
- Public Address Exterior Speakers
- Light Indicators in High Noise Level Labs
- Webpage Announcement
- Social Media Sites
- Learning Management System
- Message Boards
- Main Campus Marquee

Notification alerts can be issued for the following events (list is not all inclusive):

- Shelter in Place
- Lockdown
- Evacuation
- Suspected Shooter on Campus
- Severe Weather Emergencies

- Fire
- Chemical Spill or HazMat Event
- College or Building Closures
- Utility Failure
- Bomb Threat
- Flood
- External Community Impact

Individuals trained to place notifications through the various means include:

- Public Information Officer
- Chief Information Officer
- Executive Assistant to the President
- Director of Instructional Technologies
- Administrative Assistant to the Brunswick County Sheriff's Office at BCC
- Commanding Sergeant of the Brunswick County Sheriff's Office at BCC
- Director of the Odell Williamson Auditorium
- Director of the Dinah E. Gore Fitness and Aquatics Center

The process to initiate an emergency notification includes the following steps:

- President or designee authorizes release of notification
- Script of the notification is finalized and approved by President or designee
- Persons to place the notification in the various locations/means are informed

If an Emergency Operations Center (EOC) is activated, EOC personnel may use or supplement this plan in accordance with the EOC plan developed as a result of the emergency requiring the EOC activation. At the EOC, the Director of Communications may assume responsibility for further alerts/messages or may delegate that responsibility to aid in dissemination.

Depending on the nature of the notification, a follow-up "all clear" may be sent when the emergency situation has been resolved. In certain emergency situations continued updates may or may not be released as the situation warrants.

Technical responsibility for the management of the emergency notification system rests with the Information Technology Department of the College and is directed by the Chief Information Officer in collaboration with the Commanding Sergeant of the Brunswick County Sheriff's Office at BCC.

The notification system is tested during drills and after any upgrades or service to the system, no fewer than 4 times per year. Following tests, staff and faculty are solicited for feedback in order to recognize malfunctions or inadequate coverage.

Approved by Brunswick Community College Board of Trustees
January 16, 2020