

## THE STATE UNIVERSITY OF NEW YORK ACCEPTABLE USE PROCEDURE FOR NY- ALERT

### **Procedure: Acceptable Use of NY-ALERT**

**Purpose:** To integrate New York State's NY-ALERT All-Hazards Alert and Notification system into The State University of New York (SUNY) emergency alerting program. This procedure seeks to ensure the appropriate and effective use of the NY-Alert service by authorized campus personnel.

**Overview:** NY-ALERT is the New York State All-Hazards Alert and Notification web-based Portal. This portal provides a mechanism by which campus officials can send emergency and safety information and protective action messages to the campus community.

Via NY-ALERT, SUNY campuses can provide pre-incident educational and warning information to students, employees, visitors and parents, as well as provide timely emergency information to the same groups to protect lives and well-being, protect assets and minimize campus disruption.

The NY-ALERT system can be used only by authorized campus personnel (up to three per campus) to send emergency messages, including emergency protective actions, warnings and post-incident information related to life safety issues to the campus community.

Alert notifications are allowed pertaining only to events in the categories identified below or other "life threatening" situations. "All Clear" and/or additional follow-up messages pertaining to end of event or additional instructions regarding the event are acceptable.

Emergency Contact Information is collected and provided only for emergency notifications by authorized campus management.

General notifications of campus non-emergency events or activities are not acceptable via the SUNY NY-ALERT service.

### **Classification and Acceptable Usage**

Bomb Threat – based on intelligence that indicates the threat is credible.

Civil Disturbance – large group disrupting normal campus activities.

Fire – large-scale fire to building(s), wildfires, local community or industry that endangers campus.

Hazardous Material - dangerous material, chemical, biological, nuclear spreading from a contained area.

Major Road Closing/Incident – unanticipated event that would disrupt safe passage to and from campus.

Medical Emergency – pandemic or event with mass casualties.

Personal Safety – situations that include use of weapons, violence, perpetrator(s) at large, active shooter, hostage situation or missing persons. Any situation, on or off campus, that, in the judgment of the Chief Administrative Officer or designee, constitutes an on-going or continuing threat to person or property.

Suspicious Package – reasonable belief that a package may contain chemical, biological or nuclear substance that would cause harm to persons or property.

Utility Failure - a major disruption or damage to utilities including gas, electrical or water.

Weather - severe weather conditions to include flooding, snow/ice/cold, thunderstorm, wind, tornado or hurricane.