



**Policy Title:** Emergency Alerts and Notifications  
**Document #:** 3703  
**Effective Date:** 3/21/19  
**Category:** Public Safety and Emergency Management  
**Responsible Office:** Public Safety

**This policy applies to:** Students, Employees, Affiliated Entity Employees, Visitors

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**Summary:**

During an emergency situation, receiving accurate, swift information is critical to protecting lives and minimizing campus disruption. SUNY Adirondack maintains a comprehensive system known as the “SUNY ADK Emergency Notification” system, which includes a variety of ways to communicate to students, employees and visitors during an impending emergency, including website notifications, text and email messages.

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**Policy:**

The College will utilize an emergency notification system with various distribution methods to provide campus community members with information and instruction, allowing the individual to make an informed decision in response to the situation presented.

The Director of Public Safety, or designee, has been delegated the authority to confirm a significant emergency or dangerous situation; to develop messaging content; and to initiate the Emergency Alert System to send an emergency message to the campus community. An emergency message will be sent to the College campus community without delay, unless notification will compromise efforts to assist a victim, or to contain, respond to or otherwise mitigate the emergency.

Emergency Alerts are issued for incidents that pose an *immediate* threat to the health and safety of students, visitors and/or employees such as an active threat/shooter, major hazardous materials release, major fire, extended power outage, or a weather incident that would directly impact the campus. Emergency Notifications are issued to expedite emergency response and/or



evacuation procedures in situations that pose a threat to the health and safety of the College campus community.

Notifications will be sent from the email account ( [ps\\_notify@sunyacc.edu](mailto:ps_notify@sunyacc.edu) ) and via one or more of the following systems:

- campus e-mail
- website
- social media platforms (Facebook, Twitter, etc.)
- internal closed captioning TV system
- flyers on building main entrances and bulletin boards
- personal email
- text and/or
- emergency siren [located on the Queensbury campus; only activated for a lockdown at that campus].

The Emergency Notification System is tested within the first two weeks of each semester.

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**Definitions:**

Affiliated Entity. Per the Board of Trustees Policy Manual Section 9.1 - 9.3, the purpose, relationship, responsibility and agreements between the SUNY Adirondack Foundation, Faculty-Student Association and the Adirondack Housing Association, are outlined.

College. Use of this term explicitly refers to Adirondack Community College and/or the College's legal acceptable short name, SUNY Adirondack.

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**Other Related Information:**

As required by federal regulation, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act, 1990), "every Title IV institution, without exception, will have and disclose emergency notification procedures that would be used in response to a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and/or employees occurring on the campus."

Policy # 3700 Main Campus Emergency Guidebook

[N:\Policies, Processes, Procedures and Guidelines\Public Safety and Emergency Management\Main Campus Emergency Guidebook.pdf](#)

Policy # 3701 Wilton Emergency Guidebook

[N:\Policies, Processes, Procedures and Guidelines\Public Safety and Emergency Management\Wilton Emergency Guidebook.pdf](#)

Policy # 3705 Campus Closure\Delay Due to Inclement Weather

[N:\Policies, Processes, Procedures and Guidelines\Public Safety and Emergency Management](#)

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## **Processes and Procedures:**

### Signing up for Alerts:

The Information Technology Department will automatically enroll all employees and students assigned a Banner number and a sunyacc.edu email account in the emergency notification system group, sunyacc-emergency-notifications@regroup.com. Enrollment will take place prior to each semester.

Campus community members not assigned Banner numbers and a sunyacc.edu email account may apply for inclusion in the Emergency Notification System by emailing the publicsafety@sunyacc.edu.

### System Testing:

The Emergency Notification System is tested within the first two weeks of each semester. Additional tests may be conducted to ensure that the system is effective and operational. These test the function of the systems and serve as an educational tool for the College campus community. System tests will broadcast a non-emergency message informing students and employees of the test and providing information regarding what to do if this had been an actual emergency. The system records data on how many messages are sent and how many received.

### Reporting:

The Director of Public Safety will present the results of the tests to the Emergency Management Team at the next team meeting.

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### **Forms:**

There are no related forms relevant to this policy.

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### **Authority:**

Authority to Approve: Vice President for Administrative Services and Treasurer  
Responsible for Oversight: Director of Public Safety

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### **History:**

This is the first Emergency Alerts and Notifications. This policy was approved by the President on 2/27/19. This policy was updated 12/20/22 to change an email address and position title.

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### **Review:**

Annually in December.

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### **Appendices:**

None.

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