1. Purpose

In an effort to maintain the safest work environment possible, BCOM employs an emergency notification system that allows for rapid dissemination of information to students, staff, and faculty via text messaging and email. This system is also used to satisfy the requirements for “Timely Notification” under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

2. Related Policy/Authority


3. Faculty/Staff Responsibilities

Office of Student Affairs, Office of Human Resources, Security Office.

4. Definitions/Abbreviations

5. Procedural Steps

a. BCOM will maintain a system that will allow for mass notification via SMS (text) messaging and email of all staff, students, and other appropriate individuals.

b. By default, all BCOM students and staff will have both their BCOM provided email address and cell phone number enrolled in the system.

c. Individuals may elect to have their cell phone numbers removed from the system by notifying Student Affairs (for students), Human Resources (for staff), or the Security Office for all others.

d. Individuals may not have their BCOM provided email address removed from the system.

e. The system shall be tested at least once per semester.

6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance

8. Signature

<table>
<thead>
<tr>
<th>Signature on File</th>
<th>8/21/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeff Harris, VP of Administration</td>
<td>Date</td>
</tr>
</tbody>
</table>
9. Distribution List

- Internal/External

10. Revision History

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
<th>Approval Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>[e.g., 3.1]</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>