

RP.1.4 RELLIS Emergency Mass Notification Procedure



Approved August 22, 2023

Next Scheduled Review: August 22, 2028

Procedure Summary

RELLIS Campus Administration is responsible for establishing a mass notification procedure for alerting the campus community of events that may present a serious or continuing threat to the safety of the campus community requiring a Timely Warning or an immediate threat to the campus community requiring an Emergency Notification. This policy outlines the functions of the mass notification system, called RELLIS Alert, and details the criteria for dissemination of critical information for Emergency Notifications, Timely Warnings and Public Safety Advisories.

Procedure

1. Purpose:

This procedure establishes the guidelines and provides protocols regarding the dissemination of emergency information utilizing the RELLIS Alert mass notification communications system and dissemination of safety information utilizing Timely Warnings. RELLIS Alert is a web based mobile safety platform which provides emergency warnings and mass notification via text messages, emails and desktop alerts.

2. Scope

This procedure applies to all Campus members, their employees, students, faculty, contractors, and visitors.

3. Officials Authorized to Issue RELLIS Alerts:

Officials authorized to make a final determination of a significant emergency or dangerous situation and determine the content of a RELLIS Alert are: the RELLIS Campus director or designees including the deputy director RELLIS Campus, associate director of operations RELLIS Campus, and assistant director environmental health and safety RELLIS Campus. The following Texas A&M University employees are also authorized including the Texas A&M University Police Department (UPD) chief of police, UPD assistant chief(s) of police, UPD patrol supervisors (or UPD officer designated by UPD patrol supervisor), and UPD dispatchers. If time allows, final message content is approved at the highest level available. Upon notification from an authorized employee listed above, a RELLIS Alert publisher sends

the RELLIS Alert¹. RELLIS Alert publishers include:

- UPD dispatchers,
- UPD chief of police,
- UPD assistant chief(s) of police,
- RELLIS associate director of operations,
- RELLIS assistant director of environmental health and safety (emergency management).

4. Enrollment in RELLIS Alert

4.1. To ensure published messages reach the appropriate audience, system members, state agencies and academic institutions who reside or frequent RELLIS Campus provides a list of all email addresses of students, faculty and staff who routinely access or conduct business on campus. The email list is uploaded to the notification system periodically. Additionally, each resident organization provides the means for any visitors to sign up for the notification service upon their arrival to the campus.

5. Execution

5.1. Notification Procedure Details

In the event of a serious incident posing an immediate threat to members of the RELLIS campus community, RELLIS Administration has established the RELLIS Alert process for communicating emergency and critical information. Upon confirmation, UPD or RELLIS Administration personnel issues a RELLIS Alert message alerting or providing details of the designated incident. Methods of communication include some or all of the following RELLIS Alerts, desktop alerts and phone calls.

5.2. Emergency Notifications

RELLIS Campus Administration or UPD, without delay, considering the safety of the community, determines the content of the notification and initiate the notification system, unless issuing a notification, in the professional judgment of responsible authorities, compromises efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

In lieu of Section 3, members of the responsible law enforcement agency may initiate an alert without consulting RELLIS Campus Administration if, in their professional judgment, consulting with said person(s) unduly delays the Emergency Notification process and follows up with the RELLIS Administration leadership within a reasonable amount of time once issued.

¹ In the event of a system problem, certain trained individuals from the Texas A&M University Division of Information Technology, the RELLIS Chief Information Officers, or the TAMUS Assistant Director of Environment, Safety & Security can be called upon to send a RELLIS Alert.

5.3. Timely Warnings

If a situation arises that, in the judgment of the UPD, constitutes a serious or continuing threat to the safety of students, faculty or staff, a campus wide “**Timely Warning**” is issued. The UPD initiates a Timely Warning when a report is received for any Clery Act crime on campus that represents a serious or continuing threat to the safety of students, faculty and staff. Timely information is widely distributed throughout campus, provided to campus media representatives, posted on the RELLIS web site and, to the extent possible, emailed as quickly as possible to the RELLIS campus community. Information for this type of warning may also be provided by other law enforcement agencies or public safety offices. Every attempt is made to distribute a warning in a timely manner as soon as pertinent information is available. Warnings can be distributed to students, faculty and staff through e-mail, flyers and web page posted messages. Some or all of these methods of communication may be activated and used for issuing a Timely Warning.

5.4. Public Safety Advisory

Situations, either on or off campus, that, in the judgment of the RELLIS Campus Administration, constitute a serious or continuing threat that do not meet the criteria of a Timely Warning or Emergency Notification is evaluated by the RELLIS Campus Administration to determine the need for a mass notification announcement. In the absence of the director, RELLIS Campus, the director of operations/assistant director EHS, RELLIS Campus is consulted.

5.5. Training

Authorized Campus officials receive annual training and periodic updates on RELLIS Alert. Additionally, all users identified by their respective organization and eligible for enrollment complete the annual required emergency notification training.

Related Statutes, Policies, or Requirements

System Regulation [02.03.01, RELLIS Campus](#)

RELLIS Campus Emergency Operations Plan Dated 15 August 2023

Contact Office

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