



STI Alert System Policy

Overview

The STI Alert System is a mass notification system used to effectively communicate physical, environmental, and weather related threats to students and employees of STI.

Purpose

A STI Alert will be sent only to inform students and employees of an imminent emergency, such as a fire, tornado, threat of violence, chemical hazard, or of significant other events such as a school closing, snow emergency, or power outage. The STI Alert system will send a phone message and an email message to all STI employees and students. When an alert is sent, the system will also send a voice message through the campus PA system to broadcast the alert to individuals that are on campus.

When STI sends out a call using the STI Alert System, it will display caller ID information and the phone number 605.367.5553.

Policy

No Opt Out

Students and Employees do not have the option to opt out of the STI Alert System.

Contact Information

All changes to contact information will be updated daily within the STI Alert System.

Phone Numbers

All students and employees must provide at least one phone number to STI. This number can be either a home phone number or cell phone. Students and employees can provide up to two phone numbers that will be used with STI Alert System. To update or add a phone number, students need to contact Students Services Department and employees need to contact Human Resources Department.



E-mail Accounts

All students and employees will have the STI Alert message sent to their STI e-mail account. Neither students nor employees will be able to add or change their e-mail address in which the STI Alert System messages will be sent to.

The contact information submitted for the STI Alert System will be kept private and confidential. It will not be shared with other entities, but used only by Southeast Technical Institute to communicate with you in the case of an emergency on campus.

Alert System Test

STI will send a test message at the beginning of each semester to ensure the STI Alert System is functioning properly and all contact information is correct. The test date will be communicated through STI email accounts.

Revision History

January 2, 2009 Policy effective date