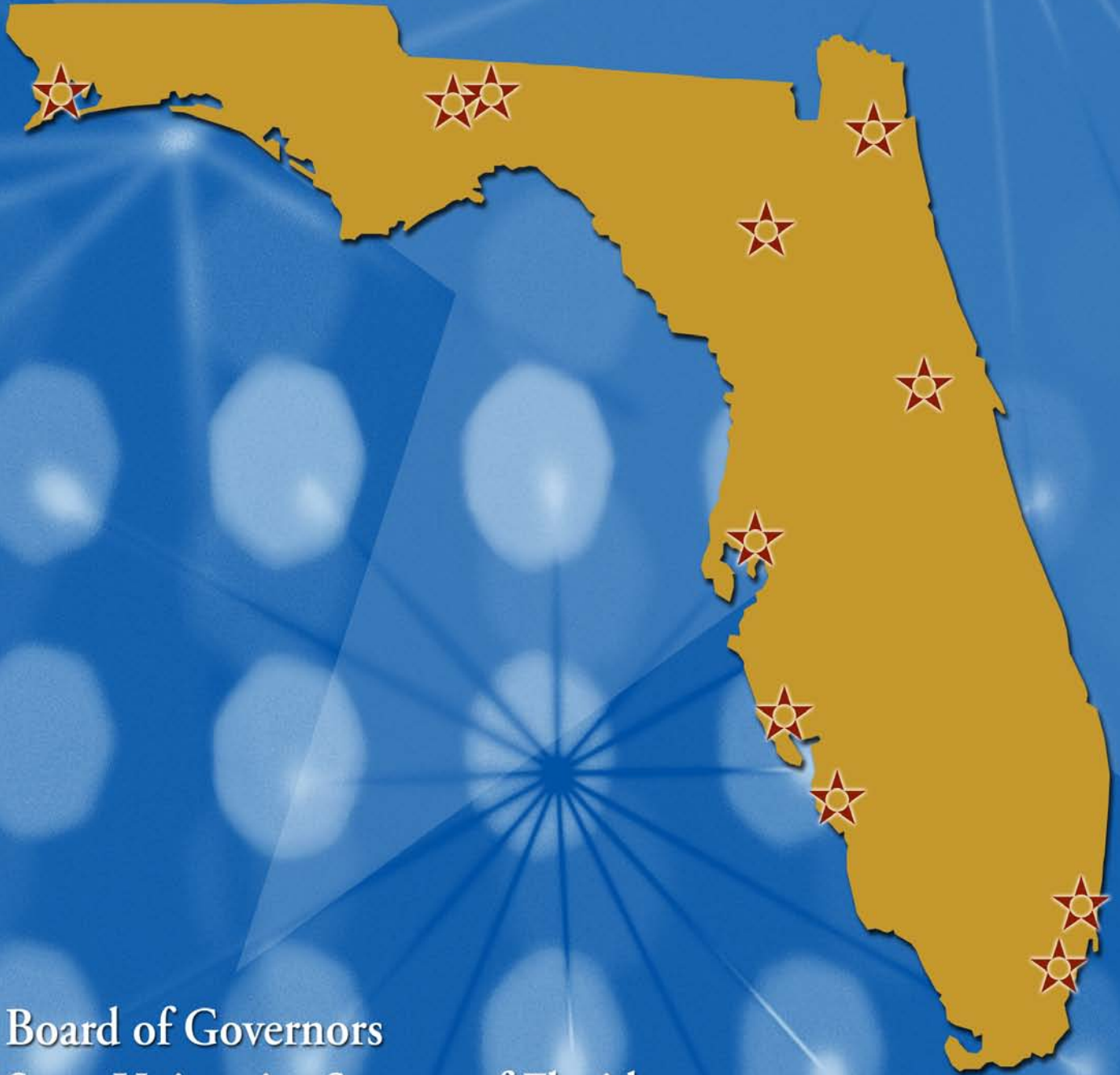


THE STATE UNIVERSITY SYSTEM
EMERGENCY NOTIFICATIONS
REVIEW COMMITTEE



Board of Governors
State University System of Florida

Letter to the Chancellor from Co-Chairs

February 29, 2008

Mark B. Rosenberg
Chancellor
State University System of Florida
325 W. Gaines Street, Suite 1614
Tallahassee, FL 32399-0400

Dear Chancellor Rosenberg:

The State University System Emergency Notification Review Committee (ENR Committee) was formed on October 12 and began its work on October 31, 2007. The Review Committee is a campus-based component supportive of the Board of Governor's (BOG) Emergency Preparedness and Campus Safety Task Force which is chaired by Governor Tico Perez, who was appointed by BOG Chair Carolyn K. Roberts.

The ENR Committee was charged with documenting the status of current and planned notification systems at each SUS institution. In completing its charge, the Committee assessed appropriate and relevant reports, studies and legal requirements related to emergency notification issues at our eleven university institutions as well as offering assessments of costs needed for future implementation of emergency notifications systems at our respective institutions. Attached is the final report in order to complete our charge.

The Committee Members were selected from all eleven Universities based on their position as the emergency management contact for each institution. The individuals holding the responsibility as emergency management coordinators varies by institution. The Committee has a diverse representation ranging from Directors and Assistant Directors of Environmental Health and Safety (EH&S), Chief of Police, and Emergency Management Coordinators.

Recent events have proven the point that emergency notification is of vital importance to our campus communities. We hope the following report from the ENR Committee will provide focus on the issues surrounding the individual SUS institutional requirements for emergency notification systems.

With issuance of our report, the charge to the ENR Committee is completed. The members of the Committee would like to express our gratitude for the opportunity to serve the BOG and provide input on this important issue. Additionally, we wish to express to the Chancellor and Board our appreciation for the service of R.E. Sofer, Educational Policy Consultant, to the Committee. Her support and assistance has been invaluable in completing our work.

Sincerely,



Kenneth Allen, Committee Co-Chair
Emergency Management Coordinator
University of Florida



Peter Robinson, Committee Co-Chair
Director, EH&S
University of West Florida



Committee Charge and Invitation from Board of Governors



Emergency notification is an important issue for universities as demonstrated by the tragic events at Virginia Tech. Therefore, the appointment of a State University System of Florida (SUS) Emergency Notifications Systems Review Committee was recommended by Board of Governors (BOG).

The Review Committee will document the status of current and planned notification systems at each SUS institution. In completing its charge, the Committee will assess appropriate and relevant reports, studies, legal requirements and costs related to emergency notification issues at a university. The Committee is asked to present its findings and recommendations by February 2008.

The Committee will be composed of the emergency management contact for each institution. For institutions without an Emergency Management Coordinator, the Environmental Health & Safety Director will be asked to serve.

It is anticipated that the first meeting of the Committee will be convened by co-chairs, Kenneth Allen, Emergency Management Coordinator, University of Florida, and Peter Robinson, Environmental Health and Safety Director, University of West Florida, within the next two weeks. If you are willing to serve, please notify the co-chairs by email no later than Monday, October 22, 2007: probinso@uwf.edu and kallen@ehs.ufl.edu

Your assistance and service on this important committee is appreciated.

Sincerely,

Bob Donley
Chief of Staff, BOG and
BOG/SUS Emergency Coordination Officer

C Mark B. Rosenberg, Chancellor
R. E. Sofer
CAFA

Executive Summary

The Board of Governors requested formation of an Emergency Notification Review (ENR) Committee to address the complexities surrounding emergency notifications issues for State University System institutions. Governor Frank Martin, Chair of the Committee on Emergency Notification Systems, reporting to Governor Tico Perez, Chair of the State University System Emergency Preparedness and Campus Safety Task Force, directed the Committee's appointment and purpose.

The Committee was charged with assessing relevant and appropriate reports, studies, legal requirements and costs related to emergency notification. Additionally, the members were asked to review the status of current and planned notification systems at each institution and provide recommendations to the Board. The Committee was composed of representatives from each university responsible for emergency management coordination at their respective institutions and had a diverse composition ranging from Directors and Assistant Directors of Environmental Health and Safety, Chief of Police and Emergency Management Coordinators. This report represents the Committee's work and completion of the Board's Charge.

Section 2 of this document summarizes legal issues, federal planning guidance, accepted standards and national studies related to the issue.

Florida responses to the Virginia Tech tragedy are covered in Section 3. The Committee addresses the *University and College Campus Emergency Notification Systems Report* along with other reports and surveys.

Section 4 discusses a University of Central Florida research project related to emergency notification including two published documents and the associated grant program.

Future issues with the potential to impact university emergency notifications are outlined in Section 5, such the Higher Education Act reauthorization.

An overview of current emergency notification systems at the institutions is contained in Section 6. The summary is based upon completed surveys for each university on emergency notification systems and demographic information, which are contained in Attachments 1 and 2.

Finally, Section 7 provides a list of challenges and recommendations developed through the Committee's work.

Challenges

- SUS institutions are experiencing a period of limited funding and budget cutbacks while facing an increased demand to provide for the safety and welfare of the campus community through emergency notifications.
- Expanded emergency notification systems are not one time expenditures. Universities incur reoccurring costs for vendor services, maintenance, testing, training and systems upgrades.
- Outside initiatives which seek to impose requirements and standards are not always compatible with university environments.
- Addressing an institutional and academic culture which may not be compatible with certain needs of notification systems such as collecting personal contact information and use of mobile devices in classrooms.
- Adjusting to rapidly evolving and emerging technology and its impacts on emergency notification.
- Integrating various campus notification systems into a unified and streamlined process.
- Designing systems and policies to provide emergency notification for a diverse campus environment which can include medical clinics, museums, K-12 schools, off-site research facilities, agricultural stations as well as traditional academic and administrative areas with diverse facility operations.

Recommendations for Board of Governors

1. Explore state purchasing contracts related to emergency notification equipment and systems to maximize efficiencies. These contracts should allow, but not require, each institution to use the vendor's services.
2. Support efforts which focus limited available state and federal funding related to emergency notification directly to SUS institutions for development and enhancement of operational systems, rather than research initiatives.
3. Avoid support for mandatory time specific requirements for emergency notifications such as those contained in the *University and College Campus Emergency Notification Systems Report* and the H.R. 4137 version of the Higher Education Act reauthorization.
4. Based on the recommendation of the SUS Emergency Management Task Force to create an Emergency Management Coordinator position at the BOG, that position, when filled, should work to identify emergency notification grant funding opportunities and serve as a point of contact on the issue.
5. Follow Recommendation #3 from the 2007 *State University System Emergency Management Task Force Report* to fund a 100% emergency management position at each of the 11 institutions. The emergency management position is an important part of developing and maintaining an emergency notification process.
6. Obtain funding from the Legislature for enhancing emergency notification systems at each of the 11 SUS institutions. The following estimated amounts listed below were provided by each respective university and reflect preferred enhancements to current notification systems at time of publication.

Institution	Campus Location	Cost	Description
FAMU	Tallahassee	\$260,000	Public address systems, security cameras, monitors and personnel for camera monitoring
FAU	Boca Raton	\$1,700,000	VOIP phones and speakers for buildings (interior), variable message boards, A/V display systems, upgrade Blue Light phones with load speakers outdoor notification system for Boca Raton campus
	Dania	\$170,000	
	Davie	\$415,000	
	Ft. Lauderdale	\$395,000	
	Jupiter	\$725,000	
	Treasure Coast	\$235,000	
FGCU	Ft. Myers	\$250,000	Expand digital display system, add voice message to text message system
FIU	University Park	\$790,000	VOIP phones and speakers for classrooms and labs and VOIP speakers for outdoor open areas; expansion of electronic signage in high volume areas
	Biscayne Bay	\$160,000	
	Engineering Center	\$108,000	
FSU	Tallahassee	\$1,180,000	Expansion of outdoor siren coverage, VOIP phone and speakers in high-capacity areas, increased reverse dialing capacity, increased throughput rate for bulk email, website improvements, Blue Light phone upgrades, lighting detection system, more NOAA weather radios, centralized activation portal
	Panama City	\$75,000	Outdoor warning siren
NCF	Sarasota	\$582,520	Blue phone, PA notification to classrooms & residence halls, expansion of security cameras for parking lots, VOIP phone extensions to residence halls; text messaging expansion to USF Sarasota-Manatee
UCF	Orlando	\$2,650,000	Text messaging, indoor and additional outdoor notification systems, display signs, Instant Messaging and additional NOAA weather radios.
UF	Gainesville	\$2,000,000	I.P. Speakers for classrooms, labs, other building areas and outdoor locations
UNF	Jacksonville	\$1,100,000	Outdoor PA system with voice and tone capabilities, indoor PA system with 2-way ability in classroom and message boards
USF	Tampa	\$750,000	Outdoor sirens and control system, building interior IP speakers
	St. Petersburg	\$50,000	Enhancements to existing systems
	Sarasota	\$50,000	Enhancements to existing systems
	Lakeland	\$50,000	Enhancements to existing systems
UWF	Pensacola	\$150,000	Text messaging, classroom notification
Total		\$13,845,520	

Table 7.1 – Emergency Notification enhancements and estimated costs as reported by individual institutions (Updated February 2008).

Recommendations for SUS Institutions

- 1 Work towards an all-hazards emergency notification system consisting of multiple methods of communication and redundancies.
- 2 For institutions with or considering text messaging systems, opt-out or mandatory registration is the preferred method over a voluntary process.
- 3 Foster information sharing on emergency notification through the use of existing inter-institutional peer groups such as EH&S Directors and Police Chiefs.
- 4 An Emergency Management Coordinator or contact peer group for SUS institutions should be implemented to enhance information sharing.
- 5 Test individual emergency notification equipment according to manufacturer's recommendations and at a minimum, annually exercise the coordinated activation of these systems under the university's notification planning unless activated for authentic emergency notifications.
- 6 Provide information to their campus community on existing notification systems, utilization of the systems and procedures to follow when systems are activated.
- 7 Establish administrative procedures defining authority to initiate emergency notifications at institutions.
- 8 Coordinate with their host County Emergency Management office to monitor the development and potential use of cell broadcasting technology proposed by CMSAAC (Commercial Mobile Alert Advisory Committee).
- 9 Coordinate with their host County Emergency Management office to monitor the development and potential use of IPAWS (Integrated Public Alert and Warning System) and DEAS (Digital Emergency Alert System), especially institutions with DEAS capable broadcast television stations.
- 10 Obtain StormReady certification from local National Weather Service forecast office to assist in addressing weather notification issues.
- 11 Explore the potential of social networking sites as a mechanism to distribute campus emergency notifications.

General Recommendations

- 1 Implementation of a one-size-fits-all emergency notification strategy should be avoided. Variations in location, physical plant, number of campuses, population, culture and financial resources require customized approaches for each university.
- 2 Efforts should focus on promoting information sharing and cooperation among SUS institutions, rather than development and acceptance of rigid standards related to emergency notification.
- 3 Reauthorization of the Higher Education Act (H.R. 4137 / S. 1642) should be closely monitored for legislative mandates regarding emergency notifications.
- 4 Notification systems should take into account special needs of the campus community population having disabilities such as hearing and visually impaired.

Emergency Notification Review Committee Members

Kenneth Allen, Co-Chair
Emergency Management
Coordinator
Environmental Health and Safety
University of Florida

Peter Robinson, Co-Chair
Director
Environmental Health and Safety
University of West Florida

Andrew Balogh
Director
Environmental Health and Safety
Florida A&M University

Sharlene Sookhoo
Emergency Management
Coordinator
Environmental Health and Safety
Florida Atlantic University

Chief Steven Moore
Director
University Police Department
Florida Gulf Coast University

Charles L. Cyrille
Emergency Management Program
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Department of Public
Safety
Florida International University

David Bujak
Emergency Management
Coordinator
Environmental Health and Safety
Florida State University

Ronald Hambrick
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New College of Florida

Jeff Morgan
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University of Central Florida

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Environmental Health and Safety
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Assistant Director
Environmental Health and Safety
University of South Florida