COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Emergency Notification System	CGC - V	1	08/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
C — Business and Support Services	Technology Resources	CR	08/26/2025

PROCEDURE

McLennan Community College has adopted a quarterly alert policy for its Campus Emergency Notification System. A quarterly review of the efficiency of the emergency alert system is part of normal maintenance, and no public action is necessary unless an emergency drill is included. (Key personnel may be notified.) The quarterly review will include the activation of McLennanMyAlerts- RAVE text messaging, campus email messaging, social media outlets, and Informacast telephone blast.

During each review, all forms of communication to students, faculty, staff, and visitors will be utilized. During an actual emergency, these communication messages will give the user specific instructions for seeking shelter away from the danger. The alert system will be reviewed at 11:00 a.m. on the first Thursday of the following months:

- January
- April
- July
- October

A specific date will be announced to the college campus prior to the actual review. The entire review should last no longer than 5 minutes. Emergency drills may also be included with proper notification to key personnel. This would extend the review indefinitely.

Note: Planned campus events may require review dates to be altered.