

From: Gilroy, Maryellen
Sent: Monday, April 14, 2008 9:25 AM
To: Faculty Distribution List; Staff and Administrators; Students, All
Subject: emergency notification updates

Dear Members of the Siena College Community,

In response to the Virginia Tech tragedy a year ago, Siena College conducted an emergency response audit. The goal, as communicated to you at the time, was to identify areas where the College needed to enhance its emergency notification systems. Several recommendations were made and Fr. Kevin Mullen approved funding for these critical safety improvements.

The College routinely examines its Emergency Response Plan, which includes procedures to strive to ensure a rapid response to an unanticipated emergency or threatening situation. We have met with the Colonie Emergency Management Team and the Colonie Police Department and they provided feedback to us regarding our established emergency protocols. As part of this review, several tabletop exercises are planned for the early part of the summer, with a full-scale drill involving local emergency responders planned for the fall.

An effective college-wide communications process is critical in order to provide the greatest safety possible for our students, faculty and staff in the event of a large-scale emergency. Please familiarize yourself with the College's emergency information page www.siena.edu/emergencyinfo. This page provides you with basic "what to do information" in the case of a particular type of emergency.

In addition, please familiarize yourself with the term "*shelter in place*." In the event of a large scale emergency an emergency notification message sent advising "*shelter in place*" will require that you remain where you are, and do not walk around the building you are in nor should you leave the building you are in unless instructed to do so by emergency personnel. If you are a registered user of the Siena Alert System, you may receive Siena Alert updates, via text messages, until you are told all is safe or you are told to evacuate. These updates may call for evacuation of specific areas or other pertinent instructions as given from the local law enforcement agencies handling the emergency. You may also receive Security Alerts on your email directing you to the emergency information page that will have more detailed instructions and information.

Below is a list of the systems in place for emergency notifications to faculty, staff and students:

Siena Alert

In November, the college implemented a system allowing for text-message/e-mail alerts to be sent in the event of an emergency. Although we will continue to use e-mail alerts in an emergency, we encourage the entire campus community to participate in the text-alert system. You can sign on to this system by registering at: www.siena.edu/sienaalert. To date we have 1690 registered members. If you have specific questions or would like assistance related to the Siena Alert system (SAS) registration process, please send an email to: sienaalertsystem@siena.edu.

Emergency Call box enhancements with strobe lights and sirens

On each of the 30 emergency call boxes on campus, a yellow strobe light and speakers have been added. The siren and strobe will activate followed by a message alerting you to an emergency. You will be advised to seek additional information through the College's Web site. **The first test of the system will occur on April 25, 2008 at 12:30.** This initial test is to ensure that all lights and sound boxes are working.

Web site

The College home page will be modified in an emergency to post critical information and updates to the community. The emergency information page has useful tips for different emergency scenarios.

Public address systems

All public address systems have been tested and are working. We have PA systems in all residence halls and the majority of classroom buildings. Once our initial test of the system is completed, it will be determined if any location without a public address system will have an emergency message box installed.

Campus gates

In the event of an emergency requiring limited access to campus as instructed by the law enforcement agency in charge, the gates to the campus will be closed and the welcome booth will be staffed with Public Safety personnel to provide direction. You may be asked to present your College ID and we ask for your cooperation in doing so.

The College will be testing the emergency communications and notification systems on a quarterly basis or more frequently if necessary.

Siena College is committed to providing a safe and secure environment for its students, employees and staff. As with any planning of this type, we hope that we would never have to utilize any of these measures. However, it is important to inform the community of the mechanisms we have in place should we need to do so. If you have any questions or concerns, feel free to contact me at 783-2328 or Public Safety at 783-2376.

Sincerely,

Maryellen Gilroy, Ed.D.
Vice President for Student Affairs
Siena College
515 Loudon Road
Loudonville, NY 12211
T: (518) 783-2328
F: (518) 783-4200
E-mail: mgilroy@siena.edu

Siena College is a learning community advancing the ideals of a liberal arts education, rooted in its identity as a Franciscan and Catholic institution.