1. Testing of Emergency Notification Systems
   a. Each fall semester the university will test the notification system.
   b. Steps for such testing are as outlined below:
      i. The university will notify the university community not less than one day
         prior to the testing date by campus e-mail and post the notice on
         Emergency Preparedness Web site.
      ii. The university will choose a specific location for a planned response drill
          from police, fire, EMS and may not necessarily notify the community of that
          location. University administration will receive notification as required under
          UPPS No. 05.04.02, Closing the Campus Because of Weather or Other
          Emergencies. Environmental Health Safety & Risk Management will
          coordinate on the test location.
      iii. On the date and time for the test, the University Police Department
           Emergency Management coordinator will push out all “Test” messages
           using the various means of campus notification.
      iv. The Emergency Communication Center will dispatch police officers, fire and
           EMS personnel as an actual emergency would require. Notices on the
           Emergency Notification system will state the university is conducting a drill.
   c. Documentation of the event will be done by written information report and will be
      prepared by the first officer assigned the call. Additional supplemental report
      may also be required from the Emergency Management coordinator.

2. Notification of community after activation of Emergency Notification System
   a. The community will be notified at the close of the test and will be directed to the
      University Emergency Preparedness Web site for final comments.
      i. Final comments will include a phone number and email address of a contact
         which may be notified should a member of the community have comments
         or concerns.

3. Cancellation of testing
   a. In the event there is an actual emergency on the chosen test date, the
      university will notify the community that the test is cancelled via e-mail only.
      The Emergency Preparedness Website will contain further clarification. The
      university will use all other systems for the existing emergency.
   b. In the event a special activity that the test would interrupt is scheduled for the
      chosen test date, the community will receive notification that the test is
      cancelled by e-mail only. The Emergency Preparedness Web site will contain
      further clarification.