Policy Title: **UMB Alerts Policy for the School of Pharmacy**

Who is affected: Faculty, Staff, Students

**Effective Date:** August 1, 2010

**Last Revision:** August 13, 2010

**Initiated By:** Associate Dean of Administration and Finance

**Owner / Responsible Dept:** Dean of the School of Pharmacy

**Policy:** The School of Pharmacy will only use the Alerts System for emergency situations where a timely notification is needed for reasons of safety, health or major inconvenience.

Examples of these emergency situations are:
1) Closing the School for inclement weather
2) Warning people that a particular floor or area may be closed or very uncomfortable due to a facilities emergency
3) Warning of a suspicious person in the building
4) Postponement of examinations where timely notification would avoid unnecessary transit or inconvenience.

**Procedures:** The following positions are designated as the School’s four authorized users:
- Director of Communications & Marketing
- Associate Dean Administration & Finance
- Associate Dean of Curriculum and Instructional Resources
- Director of Facilities & Laboratory Services