

University of Maryland School of Pharmacy Policy

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
