

Title: Seahawk Alert Text Messaging System

Effective: May 1, 2010
Last Reviewed: December 6, 2022
Changes Effective: December 6, 2022
Next Review: December 6, 2025
Responsibility: Vice President for Finance and Administration/Public Safety

Standard Operating Practice:

In order to ensure timely emergency notification to the Board of Trustees, students, staff, and faculty, the College employs a web-based messaging service, Omnilert, known as Seahawk Alert, which is part of the College Emergency Response Plan. The College Incident Team [CIT] uses Seahawk Alert to send notifications that are important to Campus safety or to relay information important to College operations, such as campus closings.

Notifications are coordinated by the Vice President, Finance and Administration or the Director of Public Safety and includes campus closings and security alerts. The following procedures guide the application of Seahawk Alert notifications.

This notification system allows messages to be sent to students, faculty and staff via mobile phones (SMS text message), smart phones, wireless PDAs, pagers, and e-mail addresses. The Cecil College public website can also display Seahawk Alert messages on the home page.

I. Seahawk Alerts

In the event of an imminent threat or emergency on campus or the surrounding area, the Vice President of Finance and Administration will advise the Director of Public Safety to send a Seahawk alert if one has not already been sent. Public Safety may determine if an immediate alert is required and then notify the Vice President of Finance and Administration, who will notify the College President and other members of the executive team as necessary.

In the event of other safety/security/weather-related alerts and campus closings or delays, the Vice President of Finance and Administration will notify the Director of Public Safety and request a Seahawk Alert be sent to the campus community.

If the Vice President of Finance and Administration is unavailable, members of the executive team are authorized to request an alert be sent by the Public Safety Director.

II. Seahawk Alert Data Base Updates and Security

Faculty and staff email addresses will be uploaded into the Seahawk Alert system and will be purged and updated annually. New employees are responsible for signing up for the alert system and adding their email and cell phone number at the following web address: <https://cecil.omnilert.net> Data is stored off-site on secured servers hosted by Omnilert. The service is voluntary for student users who may subscribe or unsubscribe.