Introduction and Assumptions

When severe weather events occur, the university must communicate to the entire campus community as quickly as possible to allow faculty, staff and students the needed time to seek cover or to take other appropriate action. The information included in this annex is taken directly from the UofL Alert Guidelines and provided for redundancy. Refer to the UofL Alert Guide for any other information regarding alerts.

Units with Assigned Responsibilities

UofL Alert Administrators

Weather Monitoring

UofL Alert Administrators will monitor weather conditions when there is a potential for severe weather. In most cases Alert Administrators will be notified via internal notification of the potential for severe weather hours in advance of an expected event.

UofL Alert Activation

Once weather conditions/warnings warrant an emergency notification, any alert administrator can select the modalities that they feel are appropriate to notify the campus community. Use of every modality is not required during every emergency alert. An example of a common incident for utilizing only parts of the system is school closure due to overnight snowfall. The only components of UofL Alert typically used for this type of message include; Text Messaging, Email, Web Page and media notification. The rest of the alert modalities are not used.

In the circumstances outlined above, it is the alert administrator’s judgment that will guide the modality activation.

Once an Alert Administrator becomes aware of an emergency situation where an alert needs to be sent out, he or she is responsible to ensure that the alert is issued. If the Alert Administrator is unable to initiate the alert themselves due to accessibility of computer access, technological failure or other reason, he or she must contact other
people identified in Appendix 14a “Back-up Alert Administrators” and request that they make the alert. This process will be continued until the alert is sent out or the length of time has become so long that an alert would not be effective.