



MEMORANDUM

April 30, 2014

TO: Presidents, State University of New York

FROM: Robert M. Haelen
Vice Chancellor for Capital Facilities 

SUBJECT: Campus Emergencies – Communication Protocol to System Administration

The attached document establishes the preferred communication protocol from the campuses to System Administration during emergency situations. Consistent with current practice, campus officials are required to promptly inform the Chancellor of the State University of New York when a major unplanned event occurs on or near a campus that could have a significant adverse impact on the campus community, campus property, or other component of the State University of New York.

As described in the attached procedure, we have simplified this notification process by creating a “one-stop” e-mail address, emergency@suny.edu, which can be used to transmit initial emergency information to the Chancellor and System Administration. Information sent to this address is automatically transmitted to key individuals in several departments including Communication and Government Relations, University Police, Provost and Student Affairs, Construction Fund, Capital Facilities, and Environmental Health and Safety. The Chancellor will be informed as required.

In addition, activating your campus emergency notification system [e.g., SUNY-Alert (NY-Alert)] will automatically notify System Administration if the email address emergency@suny.edu has been added to all appropriate lists.

Please be aware that for non-confidential events, this Procedure supersedes the Emergency Procedures set forth by John J. O’Connor in June 2009. Information regarding serious confidential events should continue to be transmitted directly to the Chancellor and/or General Counsel.

Thank you for your cooperation. Please contact Karren Bee-Donohoe (Karren.Bee-Donohoe@suny.edu) with any questions.

Attachments

<p>cc: Karren Bee-Donohoe Barbara Boyle David Belsky Bruce McBride Ed Engelbride Bill Howard Facilities Managers Emergency Managers</p>	<p>Business Officers Police Chiefs Office of General Counsel System Administration Operations Team</p>
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