

Date: January 5, 2010
To: Faculty
From: Randy Woodson, Executive Vice President of Academic Affairs and Provost
Re: Emergency Preparedness Procedures



A test of the Purdue Alert System is scheduled for January 14 at approximately 10 AM. It is a golden opportunity to increase awareness among our students and staff of emergency preparedness procedures on campus.

I am writing to ask you to take time during your classes that day to conduct a safety briefing with your students in each classroom where you teach. This briefing should cover the Purdue Alert System, where to shelter, exit routes from the classroom, your gathering point outside the building, and ways to get more information. Materials have been prepared for you to use for this purpose and can be found at: www.itap.purdue.edu/tt/faculty under the Safety Briefing header.

Should we ever need to use these procedures they will only be effective if the Purdue family knows how to respond. We are counting on those of you in the classroom to help our campus emergency plan team to get the word out.