



CODE BLUE

TO REPORT AN EMERGENCY CALL 911

CRISIS/EMERGENCY RESPONSE PORTAL
ADMINISTRATION MANUAL

<http://muw.edu/publicsafety/CODEBLUE>

TABLE OF CONTENTS

OVERVIEW.....	3
UPDATE PROCESS.....	3
APPENDIX A.....	8
GLOSSARY.....	13

OVERVIEW

MUW provides this site (CODEBLUE) as part of our emergency planning efforts. The University will take the necessary precautions to provide for the safety of students, faculty and staff and shall take every precaution to allow for a swift and complete response to any emergency.

The Crisis Emergency Response Web Portal, CODEBLUE provides a quick, easy to use means of updating and alerting our university community in the event of an emergency.

Emergency messages will be provided through student and staff listservs, text messaging and through the University's homepage.

UPDATE PROCESS

The update process is relatively simple and straightforward. Updates will be made via the Internet using a base Content Management System (CMS) structure that will allow users to update crisis/emergency status from one centralized location, the CODEBLUE admin web portal.

Step 1

Log into the CODEBLUE admin page. (<http://muw.edu/publicsafety/CODEBLUE/admin.php>) Or you can navigate to the CODEBLUE web portal and click the 'Admin' link at the bottom of the page.

Password: *****

Step 2

Select the appropriate emergency scenario in the 'Emergency Scenario' field. See the example below.

**These fields noted below will auto populate based on the scenario you select.*

Scenario: 'Choose an Emergency Scenario' See Appendix A.

*Image: 'Auto Generated from Scenario choice'

*Message: 'Auto Generated from Scenario choice'

Alert Message: 'User Input' (Include class schedule, event, facility and resumption of activities)

Class Canceled: 'User Selected'

Campus Closed: 'User Selected'

Campus Lockdown: 'User Selected'

Activate CODEBLUE Homepage: 'User Selected'

The screenshot shows a web form with the following elements:

- A text input field labeled "Password" with a white background and a grey border.
- A dropdown menu labeled "Emergency Scenario" with a white background, a grey border, and a downward arrow icon on the right.
- A text input field for "Alert Message" with a white background and a grey border.
- Four checkboxes, each followed by a label:
 - Class Canceled
 - Campus Closed
 - Campus Lockdown
 - Active CODEBLUE as Home Page
- A blue button with white text labeled "Update".

Step 3

Include class schedule, event, facility and resumption of activities in the 'Alert Message' field of the CODEBLUE admin portal, as indicated in the yellow portion of the image below.

The screenshot shows the CODEBLUE admin portal interface. At the top, there is a 'Password' input field and an 'Emergency Scenario' dropdown menu. Below these is the 'Alert Message' text area, which is highlighted in yellow. A yellow box with black text is overlaid on the 'Alert Message' field, containing the instruction: 'INCLUDE CLASS SCHEDULE, EVENT, FACILITY AND RESUMPTION OF ACTIVITIES'. Below the 'Alert Message' field are four radio button options: 'Class Canceled', 'Campus Closed', 'Campus Lockdown', and 'Active CODEBLUE as Home Page'. At the bottom of the form is an 'Update' button.

IMPORTANT NOTE!

Before completing the update ensure the correct status is selected for 'Campus Closed', 'Class Canceled', 'Campus Lockdown', 'Activate CODEBLUE as Home Page' based on the selected scenario as well as the coinciding Alert Message.

This screenshot is similar to the one above, but with red annotations. The 'Alert Message' field is highlighted in yellow. Red lines point from a red text box on the right to the 'Class Canceled', 'Campus Closed', 'Campus Lockdown', and 'Active CODEBLUE as Home Page' radio buttons. The red text box contains the instruction: 'REMEMBER TO UPDATE THE BOXES MARKED IN YELLOW BEFORE UPDATING THE CODE BLUE PORTAL'. The 'Update' button is at the bottom.

Press the Update Button **ONCE**.

IMPORTANT NOTE!

Pressing the update button more than once may result in a database error causing the wrong Alert Message to appear in the CODEBLUE web portal.

Once you have completed the update process, your changes will be visible via the CODEBLUE emergency web portal (<http://muw.edu/publicsafety/codeblue>). After the crisis/emergency has been resolved, you must repeat steps 1-3 to restore the portal to 'Normal' Status and/or update the alert as needed.

IMPORTANT NOTE!

All messages should be checked and updated periodically (i.e. every 30 minutes within the first hour and every hour thereafter.)

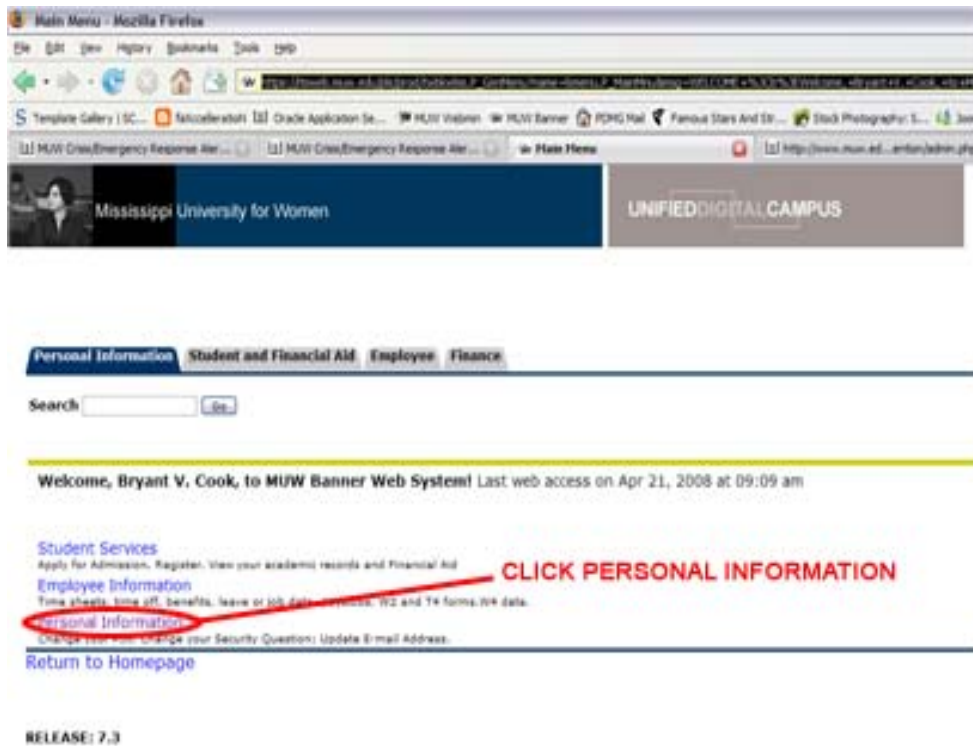
Step 4

The CODEBLUE web portal will update the email messaging and web system via campus@lists.muw.edu and the COBEBLUE web portal; however text messaging updates must be made via Banner Web.

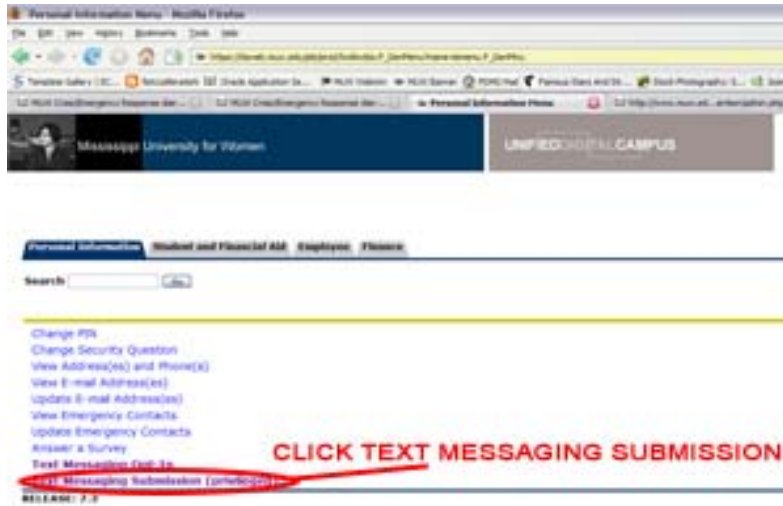
Login to Banner Web

(https://itsweb.muw.edu/pls/prod/twbkwbis.P_GenMenu?name=bmenu.P_GenMnu)

1. From the MUW homepage, click on Banner Web and login.
2. From the Banner Web Main Menu, click on “Personal Information.”

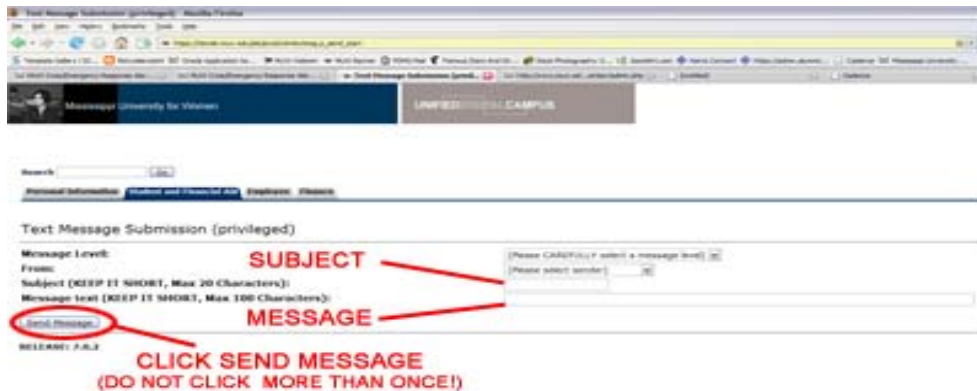


3. From the Personal Information Menu, click on "Text Messaging Submission."



4. Compose your Subject and Message

Subject field limited to 20 characters and Message field is limited to 100 characters; the system will allow you to continue to display text after you have exceeded the max character limit but will only send the first 100 characters, the max character amount.



5. Click Send Message **ONCE!**

In the event of an actual emergency, hundreds of text messages will be sent. Congestion at your service provider may delay or prevent the delivery of email and text messages. Please allow 10-15 minutes for email/text delivery.

IMPORTANT NOTE!

Pressing the send message button more than once may result in a database error causing the wrong Alert Message to be sent.

The PDF version of the CODEBLUE documentation is available online at the following address.
http://muw.edu/publicsafety/CODEBLUE/documentation/CODEBLUE_v1.0.pdf

TERMS OF USAGE

THE CODEBLUE EMERGENCY PORTAL IS TO BE USED IN EMERGENCY SCENARIOS ONLY, PER THE ACCOMPANYING EMERGENCY RESPONSE INITIATION HIERARCHY AND THE EMERGENCY RESPONSE FULFILLMENT HIERARCHY. ANY OTHER USE IS STRICTLY PROHIBITED.

DISCLOSURE

CODEBLUE ACCESS AND USAGE IS MONITORED AND DOCUMENTED.

APPENDIX A

EMERGENCY SCENARIOS

The following scenarios are provided for use in the CODEBLUE emergency web portal. Scenarios should be selected based on current conditions and any additional material should be inserted before updating.

Scenario: **Tornado Watch**



Image:

Message: Tornado watch is currently in effect. Conditions are favorable for tornadoes to form. Stay alert, and be prepared to seek shelter in the event that a warning is issued.

Subject: [CODE BLUE WEATHER ALERT](#)

Text Message: No text required.

Scenario: **Tornado Warning**



Image:

Message: Tornado Warning!!! Move to a safe area, shutting all hallway doors as you leave. Within the safe area, stay away from all exterior doors and windows to avoid danger from breaking glass.

Subject: [CODE BLUE WEATHER ALERT](#)

Text Message: [Tornado Warning – move to a safe area.](#)

Scenario: **Possibility of Severe Weather**



Image:

Message: Isolated to scattered severe thunderstorms producing damaging winds are possible. Please remain alert to changing weather conditions.

Subject: [CODE BLUE WEATHER ALERT](#)

Text Message: No text required.

Scenario: **Actual Inclement Weather**



Image:

Message: Due to inclement weather all classes are canceled (CLASS CANCELLATION TIMES LISTED BELOW) Nonessential administrative offices are closed. Regular operations are expected to resume (SEE THE MESSAGE BELOW FOR DETAILS). Please remain alert to changing weather conditions. Updates of this announcement will be provided on this website.

Subject: [CODE BLUE WEATHER ALERT](#)

Text Message: [Severe weather warning -- all nonessential campus activities and operations are suspended.](#)

Scenario: **Gunman on Campus**



Image:

Message: Gunman on campus, all classes canceled. Students should move to a safe place. Updates of this announcement will be provided on this website.

Subject: [CODE BLUE EMERGENCY ALERT](#)

Text Message: [Gunman on Campus – move to a safe place.](#)

Scenario: **Reported Act of Violence**



Image:

Message: The University has received a report which may represent a danger to the campus. Details listed below. Students are urged to use extreme caution and remain aware of their surroundings. Any suspicious activity should be reported to the University Police. In an emergency, call 911. Updates of this announcement will be provided on this website.

Subject: [CODE BLUE EMERGENCY ALERT](#)

Text Message: [Report of \(Insert Incident\) -- use caution.](#)

Scenario: **Bomb Threat**



Image:

Message: The University has received notification of a bomb threat on campus (SEE THE MESSAGE BELOW FOR LOCATION). As a precautionary measure, classes and operations are canceled until further notice. Students and all unauthorized University personnel are advised to remain clear of this area. Updates of this announcement will be provided on this website.

Subject: [CODE BLUE EMERGENCY ALERT](#)

Text Message: [Bomb Threat – evacuate](#) (Insert Building)

Scenario: **Damage to Campus**



Image:

Message: Due to recent severe weather activity, University facilities and operations have been damaged. Operations are suspended until further notice. Students and all unauthorized University personnel are advised to remain clear of this area. Updates of this announcement will be provided on this website.

Subject: [CODE BLUE EMERGENCY ALERT](#)

Text Message: [Campus operations are temporarily suspended because of damage to campus facilities.](#)

Scenario: **Chemical Spill**



Image:

Message: A chemical spill has been reported in the immediate vicinity. All students and University personnel should evacuate (SEE THE MESSAGE BELOW FOR DETAILS).

Subject: [CODE BLUE EMERGENCY ALERT](#)

Text Message: [Chemical Spill – move to](#) (Insert designated area)

Scenario: **Fire**



Image:

Message: A fire has been reported in the facility listed below, immediately evacuate this area. Students and all unauthorized University personnel are advised to remain clear of this area until further notice. Updates of this announcement will be provided on this website.

Subject: [CODE BLUE EMERGENCY ALERT](#)

Text Message: [Fire reported \(Insert Building\)](#). [Evacuate building](#).

Scenario: **International Study Abroad Program Update**



Image:

Message: See message below for recent news of study abroad programs.

Subject: [CODE BLUE ALERT](#)

Text Message: No text required.

Scenario: **Notification of Resolution of Incident**



Image:

Message: An on-campus incident was reported earlier. (SEE THE MESSAGE BELOW FOR DETAILS) University Police are reporting that this matter has been resolved. However, we urge students, staff and faculty to remain aware of their surroundings and to use caution as you move about campus. Please report any suspicious activity to the University Police and in an emergency call **911**.

Subject: [CODE BLUE ALERT](#)

Text Message: No text required.

Scenario: **Resumption of Activities**



Image:

Message: The University has resumed all regular operations.

Subject: [CODE BLUE ALERT](#)

Text Message: [Campus activities resumed.](#)

Scenario: **Open Alert (User must input information including Scenario Description and Message)**



Image:

Message: 'Blank'

Subject: [CODE BLUE EMERGENCY ALERT](#)

Text Message: 'Open'

GLOSSARY OF TERMS

A **content management system (CMS)** is a program used to create a framework for the content of a Web site. With most CMSes, the framework can be customized with a “skin” that defines the look & feel. For example the software used for the CODEBLUE portal has skins for both web and mobile, using the same database driven framework. This approach is opposite to defining the look & feel first then coding the functionality second. As used in this documentation, *Content Management* refers to *Web Content Management*.

A **database** is a structured collection of records or data that is stored in a computer system. A database relies upon software to organize and display the stored data.

A **web portal** is a site that provides a single function via a web page or site -- often functioning as a point of access to information on the World Wide Web.