



Ponce Health Sciences University SAFETY OFFICER

PO BOX 7004
840-9756
PONCE, PR 00732

TEL.: (787) 848-4254 FAX: (787)
840-2575

Health and Safety

Timely Warning and Emergency Notification

The Safety Officer access www.regroup.com in order to send the message. Academic Community (students, faculty and personnel) will receive the message by:

- Voice
- Text Messages
- Email

Data Collection

The Human Resources Department is responsible for sending to the Safety Officer new employee's information (phone numbers and email) in order to be included in Regroup.

For student's data collection:

- a. Once the student is enrolled, his/her information goes to a Data Base (Student Information System)
- b. Student information (name, telephones and emails) is pulled and registered into Regroup System directly from IT Data Base.
- c. In order to update the information is the student responsibility to inform any changes to the registrar and to the Safety Office at 787-840-2575 ext. 2118 or by email to mperez@psm.edu. In case of the employees they have to inform to the Human Resource Department and to the Safety Officer.

Timely Warning and Emergency Notification
Page 2

In case of an emergency or warning notification, the Safety Officer will send a message using Regroup System, and the Academic Community will receive it directly to the telephone and emails, previously given, by voice and text.

If an emergency arises, special instructions (if any) will be given to the Security Guard immediately by the Safety Officer, the Facilities and Security Director and/or the Personnel Director.

MIRIAM PEREZ, MPH
Safety Officer

November 2014