

# UConn HEALTH

**POLICY NUMBER 2007-11**

**November 10, 2015**

**POLICY: BROADCAST MESSAGE POLICY**

**PURPOSE:**

This policy establishes guidelines for communicating important UConn Health or UConn announcements and notifications to the UConn Health community.

**SCOPE AND APPLICABILITY:**

This policy applies to all UConn Health faculty, staff, and students who are automatically subscribed to the Broadcast Message listserv, and other individuals granted access to the Broadcast Message listserv. There is no opt-out option.

**POLICY STATEMENT:**

- 1.0 Announcements and notifications about programs, events or activities sponsored by or pertinent to UConn Health or UConn, can be included as part of the consolidated Broadcast Message email delivered Monday through Friday, except for holidays.
- 2.0 Standalone Broadcast Message announcements are published under limited circumstances. For example:
  - 2.1 Messages from the University President, UConn Health Executive Vice President for Health Affairs or his designee, and the Deans of the UConn School of Medicine and UConn School of Dental Medicine
  - 2.2 Police and Fire Emergencies
  - 2.3 Public Health or Medical Crisis Information
  - 2.4 Physical Plant, Utility Services, and Significant IT Network Disruptions
  - 2.5 Weather-Related Closing And Cancellations

Requests for any other type of standalone Broadcast Message announcement must be approved by the Executive Vice President for Health Affairs or his designee.

**GUIDELINES FOR USE:**

- 1.0 Individuals requesting a Broadcast Message announcement must submit their information to [Broadcast@uchc.edu](mailto:Broadcast@uchc.edu). The cut-off for inclusion in the next daily consolidated

Broadcast Message is 3 p.m. The announcement should be sent in plain-text format and contain the following information:

- 1.1 Subject or headline applicable to the content of the message
  - 1.2 Publish date(s)
  - 1.3 Date, time, and location of event (if applicable)
  - 1.4 Brief description or pertinent information
  - 1.5 Contact information
- 2.0 All submissions appropriate for inclusion are reviewed by the Broadcast Message editors who reserve the right to edit postings for consistency and clarity. When significant edits are recommended, messages will not be sent without the approval of the requester.
- 3.0 In an effort to minimize the volume of Broadcast Messages, an announcement may not be repeated more than two times in the same week.
- 4.0 Due to size limitations, the use of attachments or embedded images is not recommended. Web links should be used to direct recipients to additional information.

Carolle Andrews (Signed)

11/19/15

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**Carolle Andrews**  
**Chief Administrative Officer**

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**Date**

Andrew Agwunobi (Signed)

11/23/15

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**Andrew Agwunobi, M.D., M.B.A.**  
**Interim Executive Vice President for Health Affairs**

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**Date**

**New Policy: 11/27/07**

**Revised: 7/23/10, 11/10/15**