

SLCC EMERGENCY ALERT SYSTEM

WHAT IS THE SYSTEM?

As part of SLCC's continuing effort to enhance our emergency response capabilities, we have subscribed to an Emergency Alert System. The system allows the College to send alerts to students and employees simultaneously via familiar communications methods such as e-mail, text messaging, and phone (cell, mobile device, PDA, pager, etc.). When unexpected situations arise and timing is crucial, this system will help ensure that our alerts reach you in a timely manner.

WHO IS INCLUDED?

It has been determined that participation by all employees is required. We have provided our vendor with the names of all employees, along with associated office phone numbers and office e-mail addresses. We have also included cell phone numbers for those employees who receive a reimbursement for business usage of their personal cell phones.

Students can participate in the Emergency Alert System on a voluntary basis and we encourage them to do so. We hope that as you come in contact with students you will encourage their participation as well.

UPDATE INFORMATION

We request that you access your emergency contact information and update it by adding personal cell phone or mobile device numbers, home phone numbers, and personal e-mail addresses to this system. It is crucial that you add to your contact information because the information you provide will establish additional means by which you will receive campus emergency alerts and notifications.

The information you provide will remain private. Our vendor has signed a confidentiality agreement with us, so your personal information will not be used for any purpose except emergency alerts and notifications initiated by the College. Additionally, the system will be used for emergency alerts and notifications only.

Guidelines—As you update information, please keep these guidelines in mind:

- Provide enough information to reach you regardless of the time of day or night. If, for example, you usually turn your cell phone off at night, it should not be provided as the only way of reaching you.
- If you provide your mobile device phone number, the system will call the phone; if you provide the mobile device e-mail address, it will send an e-mail. The system can do both, so both pieces of contact information may be included.
- Do not enter a phone number more than one time (except where a cell phone or mobile device is being used for both voice notification and text messaging notification). Please provide unique direct-dial numbers and e-mail/text addresses that go directly to you.
- When in doubt, please provide more points of contact rather than fewer. Once your initial update is made, you may make additions, deletions, and changes at any time. The system allows you to submit up to five phone numbers and five text contacts to be notified in the event of an emergency.

HOW TO ACCESS/UPDATE YOUR PERSONAL CONTACT INFORMATION

To add or update your contact information, open MyPage and click on the Employee tab. The Emergency Alert System information appears at the bottom of the page (below “Employee Portal” and “Employee Resources”).

NOTE: The first time you enter the system, you must re-enter your office phone number, office e-mail address, and cell phone number, since information provided through this update channel will override all information currently in the Emergency Alert System.

Please follow these instructions:

1. Select your primary job type from the drop down list, either Faculty or Staff.
2. Enter up to five phone numbers and select the location of the phone from the drop down menu, either Home, Work, Mobile, or Other. All phone numbers must include both the area code and the seven-digit number.

3. Enter up to five text contact points. For each number, select a type from the drop down list, either E-mail, SMS (mobile device or cell phone), or Pager.

NOTE: If you select SMS or Pager, another drop down list will appear for you to select your service provider. If your service provider is not listed, select 'Other' and enter the name of your service provider in the box that appears.

4. Submit your information by clicking the 'Submit Emergency Contact Information' button after you have entered at least one phone number or text contact point.

Once you have submitted your information, the Emergency Alert System channel will continue to display your currently submitted information. You may update this information at any time.

PERIODIC SYSTEM TEST

The College will periodically conduct tests of the Emergency Alert System. Please have your contact information updated so that you can verify whether the test message is received at all the contact points you have provided.

If one or more of your identified contact points does not receive this test message, please contact Nancy Sanchez using the information provided below.

MORE INFORMATION

If you have questions, or if you would like additional information about the Emergency Alert System, please contact:

Nancy Sanchez, Director
Office of Risk Management
801-957-4041
e-mail: nancy.sanchez@slcc.edu