

Appendix H: SPU-Alert System

SPU-ALERT SYSTEM

It has become essential for the University to be able to rapidly notify the campus community (all students, faculty and staff) in the event of an emergency. If an event occurs where the campus community must be notified of an imminent life and safety emergency, the **SPU-Alert System** will be used to notify the campus through multiple communication channels. Messages will be delivered to faculty, staff and students using cell phone text messaging, telephone calls, and email.

To be effective, we need you to provide your personal contact information for notification. The personal contact information stored in the SPU-Alert System is updated and maintained via the Banner Information System. Text messaging to your cell phone has proven the quickest way for you to receive an alert about a campus emergency. You are **strongly encouraged** to provide a cell phone/text messaging entry for the SPU-Alert System.

You can submit or update your information through the SPU Banner System on the web at:

<https://www.spu.edu/banweb/>.

Once in the Banner System, select the Personal Menu then choose the SPU-Alert System. Your campus email and on-campus phone are pre-populated in the system. Please enter your cell phone/text messaging number, alternate phone numbers, and alternate email addresses to **assist in contacting you about a campus emergency**.

If you have not already done so, please take a few minutes right now to update your personal information in the Banner Information System as it relates to emergency planning.