



SJVC EMERGENCY SMS PROCEDURES

2017

CONTENTS

Ensuring Accurate Mobile Number Contact Information (Staff and Students)	2
Sending a Message Via Web Browser	4
Install the PowerApps app on your smart Phone	5
Sending an esms via smart phone	6
Emergency Alert Suggested Verbiage	7

ENSURING ACCURATE MOBILE NUMBER CONTACT INFORMATION (STAFF AND STUDENTS)

1. Navigate to <https://contact.sjvc.edu>

The screenshot shows a web browser window with the URL <https://contact.sjvc.edu>. The page header includes the SJVC logo and the text "A PRIVATE JUNIOR COLLEGE" and "Last Updated: Oct 3, 2017 1:59 PM". The main heading is "adam.lefaive > Update your profile". Below this, there are four tabs: "User Information", "Phone", "Address", and "Email". The "User Information" tab is active, showing a form with the following fields: First Name: Adam, Last Name: Lefaive, Display Name: Adam Lefaive, Company Name: San Joaquin Valley College, and Job Title: Director of Information Management. The "Phone" tab shows: Primary: 5598057633, Mobile: 5598057633, Work: 5593021106, and Emergency: 5597598191. The "Address" tab shows: Address Line 1: 1321 E Dorothea Ave, Address Line 2: City: Visalia, State: CA, and Zip: 93292. The "Email" tab shows: SJVC/Primary Email: adam.lefaive@sjvc.edu and Other Email: alefaive@comcast.net. A "Make Changes" button and an "Everything is correct" button are visible at the top of the form.

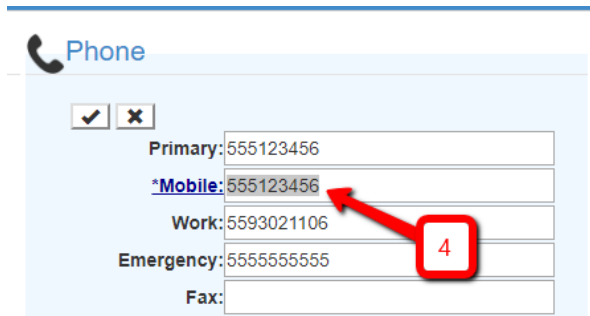
2. If changes are necessary, select the Make Changes button

This screenshot is identical to the previous one, but a red arrow points to the "Make Changes" button, which is highlighted with a red box containing the number "2".

3. To edit your mobile phone number, click the edit icon below the Phone heading

This screenshot shows the "Phone" tab selected. The "Mobile" number field is highlighted with a red box containing the number "3". A red arrow points to a small edit icon (a pencil) located below the "Phone" heading.

4. Enter the updated phone information



Phone

Primary: 555123456

*Mobile: 555123456

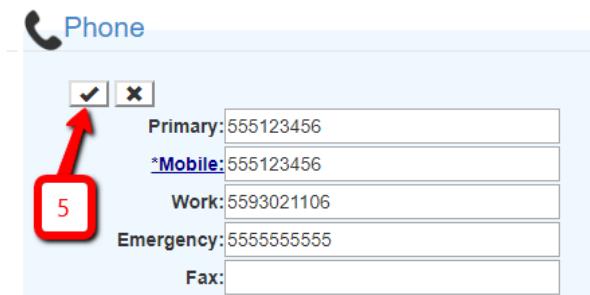
Work: 5593021106

Emergency: 5555555555

Fax:

A red arrow points from a red box containing the number '4' to the Mobile field.

5. Press the checkmark to save



Phone

Primary: 555123456

*Mobile: 555123456

Work: 5593021106

Emergency: 5555555555

Fax:

A red arrow points from a red box containing the number '5' to the checkmark button.

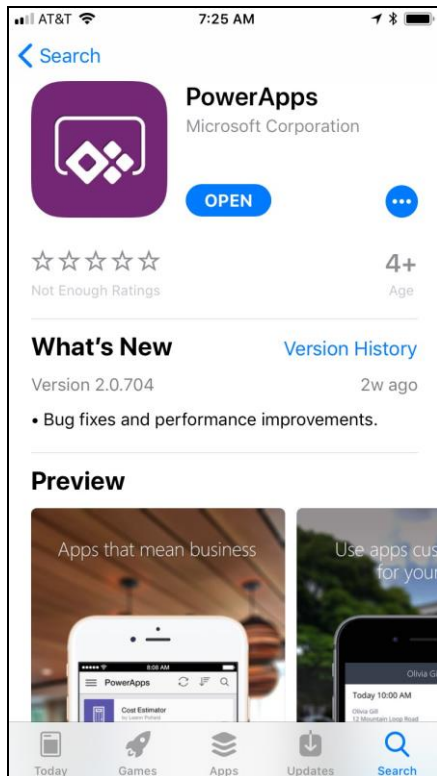
SENDING A MESSAGE VIA WEB BROWSER

1. Navigate to <https://esms.sjvc.edu>
2. Users will default to and be able to select only their own location. Admins may select any location.
3. Choose a recipient group of Students, Employees, or Both
4. Enter the message in the textbox labeled "Message body"
5. Press Send Message

The screenshot shows the 'SJVC Emergency SMS' web interface. It features a dark header with the title 'SJVC Emergency SMS'. Below the header, there are three main sections: a 'Location:' dropdown menu with 'Central Admin Office' selected, a 'Recipient group:' dropdown menu with 'Employee' selected, and a 'Message body (500 character limit):' text area containing the text 'This is a test'. At the bottom left, there is a 'Submit' button. Five red callout boxes with numbers 1 through 5 are overlaid on the form, with arrows pointing to the following elements: 1. The URL 'https://esms.sjvc.edu' in the instructions above. 2. The 'Location:' dropdown menu. 3. The 'Recipient group:' dropdown menu. 4. The 'Message body' text area. 5. The 'Submit' button.

INSTALL THE POWERAPPS APP ON YOUR SMART PHONE

1. Download and install the phone application **PowerApps** published by Microsoft Corporation
 - a. You will be prompted to log in to PowerApps with your SJVC credentials the first time that you use the app

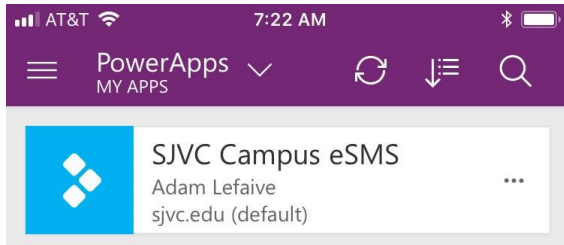


SENDING AN ESMS VIA SMART PHONE

1. Click on the **PowerApps** icon on your smart phone



2. Click on the **SJVC Campus eSMS** option within **PowerApps**



3. Enter the emergency alert text in the box provided
4. Press **the Send eSMS** button

Enter your message into the box below.

EMERGENCY ALERT SUGGESTED VERBIAGE

TEST

TEXT: This is a test of the SJVC emergency alert system.

EMAIL: This is a test of SJVC Alert, SJVC Emergency Notification Service. This is only a test. In the event of an actual emergency, you would be given brief details. If you have received this message in error or have difficulty with the transmission of this call, please send email to help@sjvc.edu. Thank you for participating in the SJVC Alert Emergency Notification System.

ACTIVE SHOOTER /ARMED INTRUDER/SHELTER IN PLACE

TEXT: A suspect with a weapon is on campus. Go into nearest room and lock door. Follow instructions from authorities.

Email: SJVC EMERGENCY! There is a suspect with a [type] weapon on campus. [Shots have been fired.] If you are on campus, go into the nearest available room and lock the door. If you are not on campus, stay away. THIS IS NOT A TEST! Wait for the all clear notification from College officials or local authorities.

CLASS CANCELLATION

TEXT 1: SJVC ALERT: Classes have been canceled due to_(reason for cancellation)_____. Staff should report at their normal time, safety permitting.

TEXT 2: SJVC ALERT: Classes are on a (time)____ delay due to _reason for cancellation_____. Staff should report at the designated time, safety permitting.

TEXT 3: SJVC ALERT: All classes canceled and offices closed due to (reason)_____.

EVACUATION

TEXT/EMAIL/VOICEMAIL: This is SJVC Public Safety. Officers are responding to a report of **(problem)** at **(location)**. Calmly evacuate the building using all available exits. Move away from the building. **(Repeat message three times)**

TEXT/EMAIL/VOICEMAIL: Problem Resolved: This is the SJVC Public Safety. The incident at **(location)** has been resolved and it is safe to return to normal activity. **(Repeat message three times)**

ALL CLEAR

TEXT: SJVC Alert ALL CLEAR: The situation is all clear, see campus email for more information.

EMAIL: Will need to be written real time after event to include summary of event and any safety tips (if applicable)