SJVC EMERGENCY SMS PROCEDURES

2017

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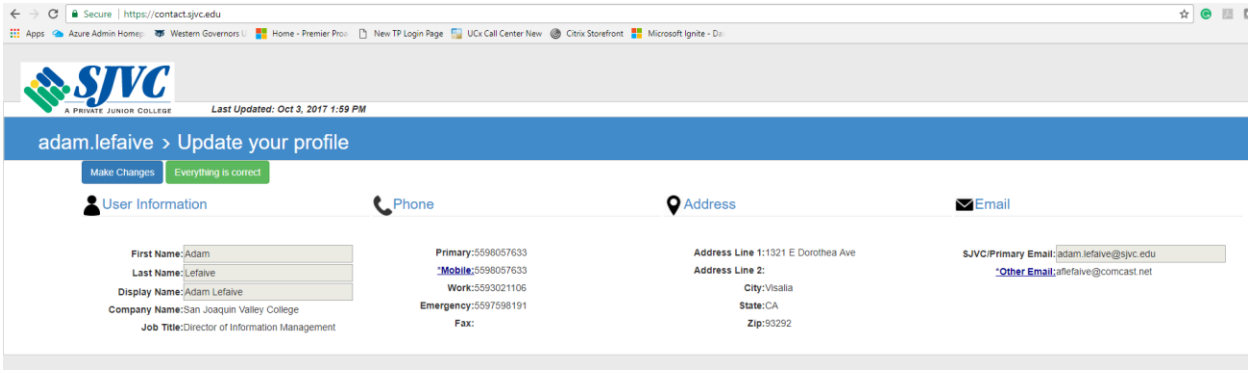
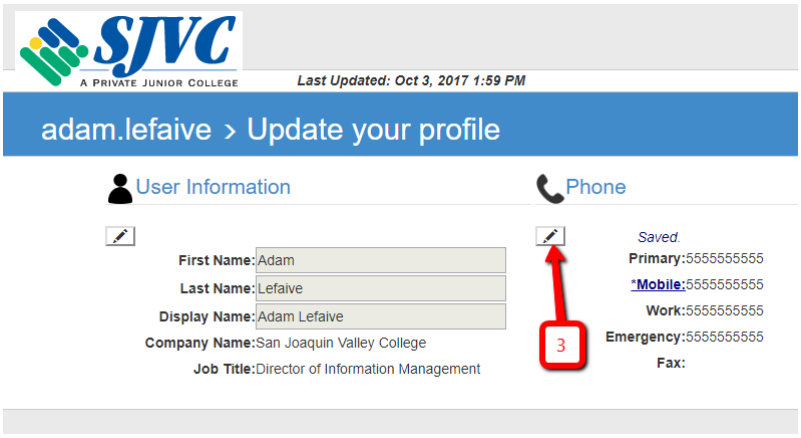
ENSURING ACCURATE MOBILE NUMBER CONTACT INFORMATION (STAFF AND STUDENTS)

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

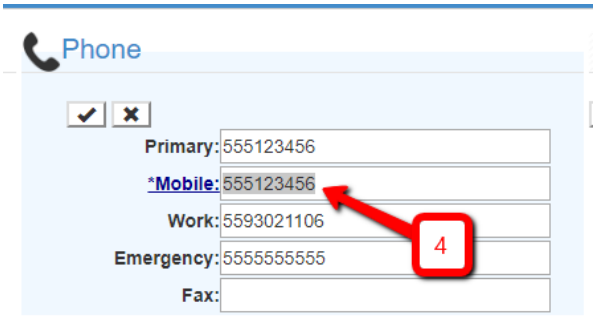


2. If changes are necessary, select the Make Changes button

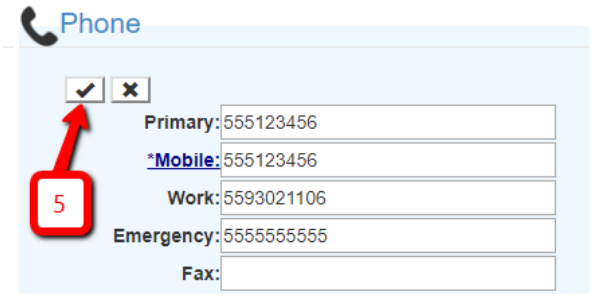
3. To edit your mobile phone number, click the edit icon below the Phone heading



4. Enter the updated phone information

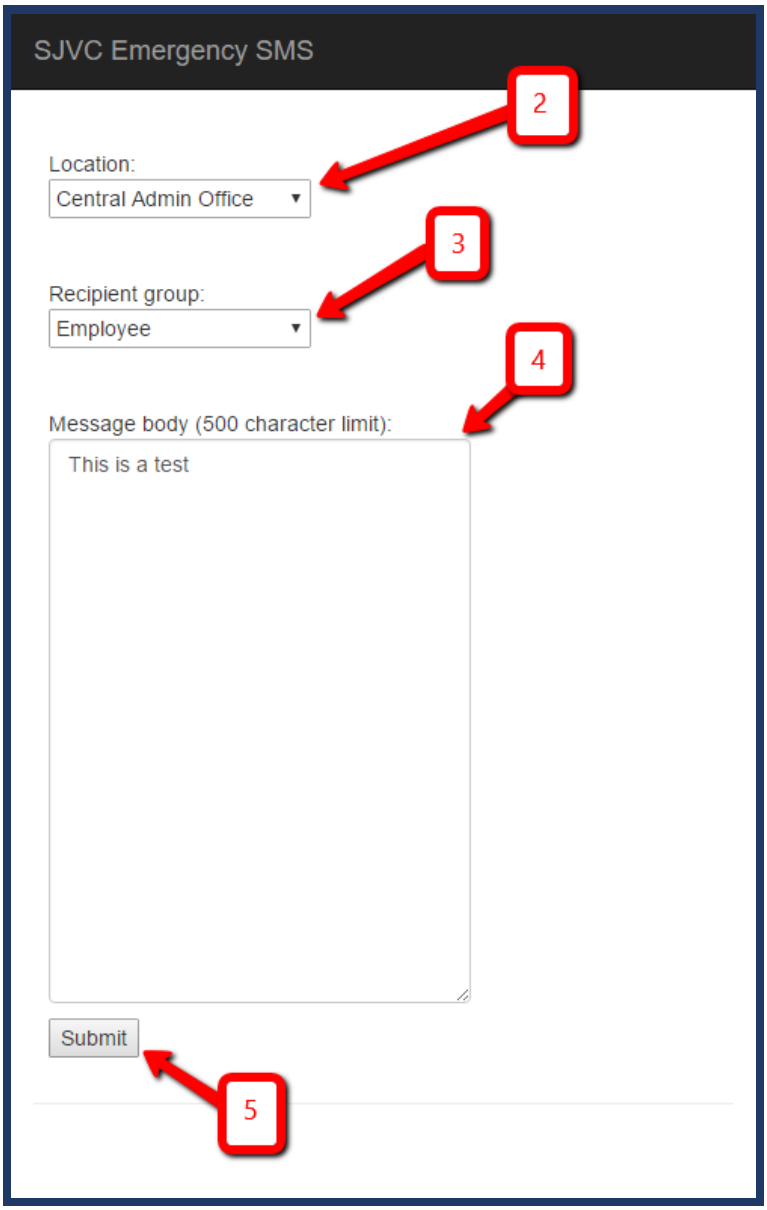


5. Press the checkmark to save



SENDING A MESSAGE VIA WEB BROWSER

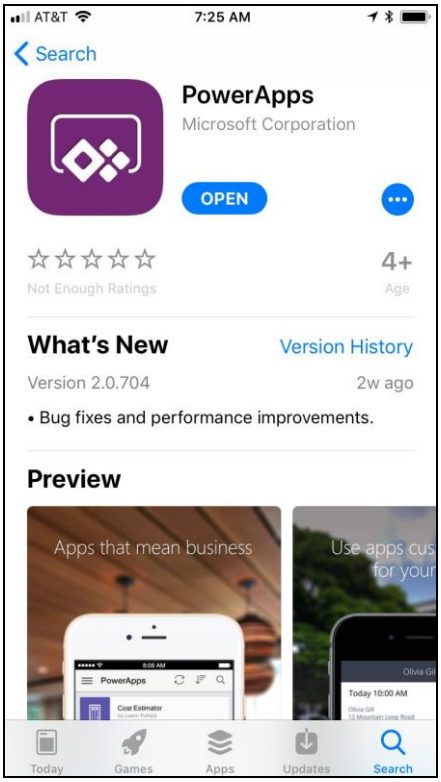
1. Navigate to https://esms.sjvc.edu
2. Users will default to and be able to select only their own location. Admins may select any location.
3. Choose a recipient group of Students, Employees, or Both
4. Enter the message in the textbox labeled “Message body”
5. Press Send Message



INSTALL THE POWERAPPS APP ON YOUR SMART PHONE

1. Download and install the phone application **PowerApps** published by Microsoft Corporation

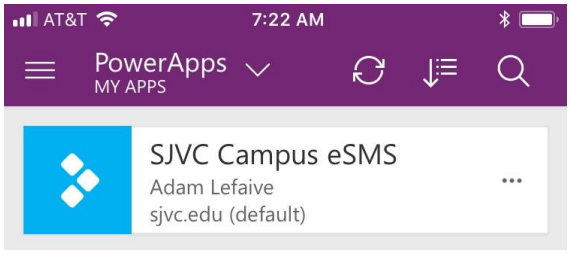
    a. You will be prompted to log in to PowerApps with your SJVC credentials the first time that you use the app



SENDING AN ESMS VIA SMART PHONE

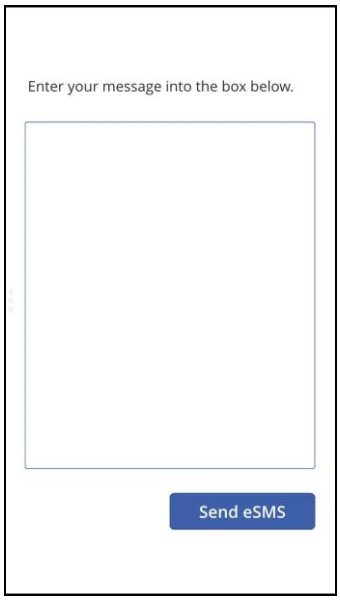
1. Click on the **PowerApps** icon on your smart phone

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



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 detailsIf 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)