EMERGENCY NOTIFICATION SYSTEM

WHAT THE EMERGENCY NOTIFICATION SYSTEM IS

A method to communicate effectively emergency information to a large number of people at virtually the same time.

THE EMERGENCY NOTIFICATION SYSTEM IS NOT

It is not a way to send non-emergency, routine, or spam messages.

WHEN WILL THE EMERGENCY NOTIFICATION SYSTEM BE USED?

It allows the College to contact the community in the event of an emergency by sending messages via

- SMS text message to cell phones or mobile devices
- Voice message (mobile or land-line)
- Email to your campus email address

EXAMPLE SITUATIONS

- Facility emergencies
- Potential life-threatening situations on campus
- Extreme weather conditions
- Activation of emergency response teams

WHY WOULD I NOT RECEIVE THESE MESSAGES?

- If you are not a registered student or an active College employee at the time of notification
- If the information provided to the College is not up-to-date
- Issues with your mobile device service provider
- Spam filter may have blocked an email from being delivered

HOW CAN I SUBSCRIBE?

All student, faculty, and staff email addresses are entered into the system automatically. Everyone is encouraged to provide multiple means of contact. For many, the most effective means is SMS message and cell phone. Typically, SMS text messages are delivered fastest. Delays may occur depending on the campus network and email status.

Hampshire Account Owners

- Students are directed to the *Notification Information* form on TheHub during 'e-check in.'
- Faculty and staff will receive an annual request to go to the *Faculty/Staff Emergency Notification* form on TheHub to complete or update their information.

Hampshire Guests & Visitors

Visitors to the campus can subscribe via an SMS opt-in list to receive text alerts.

Text HCENS to 77295 to receive alerts from the Hampshire College Emergency Notification System**.**

Message and data rates may apply. Text messages are sent on an as-needed basis. This service is provided per the Terms of Use and Privacy Policy. Text STOP to 77295 to cancel or HELP for tech support.

Hampshire College does not charge for this service, however your mobile phone company may charge for text messages. Please refer to your mobile phone's service plan for more information.

HOW CAN I UPDATE MY CONTACT INFORMATION?

Hampshire Account Owners

It is the responsibility of students, faculty, and staff to make sure their information is accurate and up to date in order to receive notifications.

- Students are directed to the *Notification Information* form on TheHub during 'e-check in.'
- Faculty and staff will receive an annual request to go to the *Faculty/Staff Emergency Notification* form on TheHub to complete or update their information.

Hampshire Guests & Visitors

Users subscribed via the SMS opt-in list can text STOP to 77295 to unsubscribe.

Privacy

Please note that the Colleges uses mobile, home, and on-campus office numbers recorded in these College systems for the emergency notification system and it will be used only for emergency notification purposes.

PARTICIPANT CONDUCT

This service is designed to alert individual participants when an emergency occurs requiring the College community attention or action. It is College policy that participants:

- DO input their information completely and accurately
- DO update their information when it changes
- DO NOT input false contact information
- DO NOT input others' contact information

COSTS OF SERVICE

Hampshire College does not charge for this service, however your mobile phone company may charge for calls and/or text messages. Please refer to your mobile phone's service plan for more information.

TESTING

The emergency notification system will be tested once a semester and over each summer. Additional testing may be conducted as part of drills and exercises, or as necessary.

VIOLATIONS OR FOR MORE INFORMATION

To report any violations of these terms of use or request information about the emergency notification system, contact campus safety and security.