



## GTU-Alert

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### **What is GTU-Alert?**

GTU-Alert is the emergency warning system used by the Graduate Theological Union. The warning system is designed to increase the safety on the GTU campus by alerting subscribers in the event of an imminent threat to safety or security.

The GTU contracts with E2Campus, a leading provider of emergency alert systems, to furnish its alerting system. The GTU chose E2Campus to provide its alerting system because it is reliable and provides service 24/7. Cal Poly, Arizona State University, Lehigh University and Penn State use the same company.

### **Who can sign up?**

Any member of the GTU community may sign up for the GTU-Alert. GTU-Alert is an opt-in system, meaning that you must sign up to receive emergency warning messages. There is no automatic sign up.

### **Can my friends or family sign up?**

Yes, you can have your friends or family sign up to receive GTU emergency warnings. Just have them follow the sign up instructions below.

### **How do I sign up for GTU-Alert?**

Members of the GTU community may sign up at: <http://www.e2campus.com/my/gtu/index.htm> or go to [www.gtulink.edu](http://www.gtulink.edu) and follow the links provided there. You will be asked to provide your name, school and preferred means of notification (for example, SMS, email, voicemail). The GTU does not use this information for any purpose other than emergency notification, and it will not show up in any GTU directory. Accounts on GTU-Alert will remain active as long as you maintain current contact information. You can delete your account at any time. The GTU will delete accounts with invalid contact information.

### **What happens if I register a blocked SMS number?**

You will not receive alert messages if you register a SMS number that you or your cellular provider block from receiving text messages. If you believe you have a blocked SMS number, do not enter that field and choose another means of notification instead (i.e. email or voicemail).

### **When will GTU-Alert be used?**

The GTU will activate the system only when necessary. It will activate the system in the event of an immediate threat to life or safety. The GTU may also activate GTU-Alert to send urgent or important messages when information will be helpful, but no individual action is immediately required.

For example, GTU-Alert will be activated if:

- Someone with a gun is threatening the GTU campus.
- There is a bomb threat that the Berkeley Police Department determines is credible enough to take precautions.
- There is an approaching wild fire, or after an earthquake has caused damage to buildings that could threaten life or safety.

## **What will alert messages say?**

Active GTU-Alert messages will begin with the words “emergency,” “urgent” or “important.” Tests of the system will begin with the word “test.” The message will be very brief and in the event of a developing or fast moving situation, the initial message may be very general, such as “Emergency: Reports of a threatening situation - shelter in place until further notice.” As more information becomes available you will receive updates.

## **What do “emergency,” “urgent,” and “important” messages mean?**

When a message begins with “emergency” it will usually mean that there is an immediate threat to life safety and that you should take some action, such as keep away from a dangerous area, evacuate the campus or take shelter. These messages are the most serious and you should follow them quickly and carefully. Emergency messages will usually be followed by additional messages containing further information as the situation evolves or is resolved.

When a message begins with “urgent” or “important” it will usually contain important information but you may not need to take any immediate action as a result of the message. Depending on the nature of the urgent or important alert there may or may not be additional messages.

“Urgent” indicates a serious event that is currently in progress or recently concluded. For example, a message may read “Urgent – shooting reported south of campus - suspect in custody” or “Urgent - wildfire in Berkeley hills – be prepared in case evacuation becomes necessary.”

When a message begins with “important” it will usually contain information you may find helpful but is not about an event that is an immediate threat to life or safety. For example, such a message might read: “Important – library is closed due to power outage” or “Important – large fire south of UC Berkeley campus, traffic rerouted.”

In all cases if the police or fire departments are present, you should follow their instructions. Since they are on the scene they will have more detailed knowledge about any possible threat and are in the best position to provide you with direction.

## **Who can activate GTU-Alert?**

The Vice President for Administration and Finance can activate the GTU-Alert system.

## Who manages GTU-Alert?

Overall responsibility for GTU-Alert resides with the Vice President for Administration and Finance. Staff in the GTU consortial IT department manage and maintain the configuration of GTU-Alert. This includes performing regular system tests, maintaining administrator accounts, configuring new alert services, purging user accounts and working with the system provider, as necessary. IT staff may also provide end user assistance when needed.

## Who do I contact if I think GTU-Alert should be activated?

If you encounter an *emergency* situation serious enough that you believe the GTU-Alert notification system should be activated, please follow the following steps:

1. First, make sure you are in a safe place.
2. Call 911 and report the emergency.
3. Notify the GTU by calling: (510) 982-1111
  - a. When prompted press 1 to report an emergency
  - b. Stay on the line and wait for one of the GTU-Alert administrators to answer
  - c. Be prepared to provide specific information on the nature and location of the emergency
  - d. The administrator you speak with is authorized to activate the alert notification system.

If the situation is not an emergency but serious enough that you believe the notification system should be activated please call the number listed in step 3 and follow the steps a through c.

## Updates on emergency notices and other emergency situations.

When an emergency situation is ended an alert notifying you will generally be sent by GTU-Alert. For example, you might receive a notice that reads “Important – bomb threat cancelled.”

In cases of ongoing long term emergencies such as closure of the entire GTU campus for an extended period, or a power outage that lasts for several days, the GTU may use the GTU-Alert number (510) 982-1111 to relay important information. In that case if you call the GTU-Alert number you will be prompted to “press 2” for updates. The GTU will use this recorded message to convey important updates on campus wide emergencies.