

Dear Residents,

The following message was sent to the campus community regarding CSUSB's emergency notification systems. It describes important information regarding how staff, faculty and students would be notified in case of an emergency.

It is critical that you read this message and make sure that you take the necessary steps to be included in the notification system.

Respectfully,

The Office of Housing and Residential Life

Campus Community:

On Wed, Oct. 29, 2008 most of you should have received the test messages from the new alert@csusb service. Voice messages were sent to cellular and home phone numbers. Text messages were sent to cellular phones and e-mail messages were sent to your campus e-mail accounts.

If you missed today's test, please be sure to update your personal contact information and message preferences at the MyCoyote Web site, which is accessible from the university's home page at www.csusb.edu.

Instructions for updating your information can viewed at <http://cms.csusb.edu/cms/ehelp/emp/EmpUpdateMyPhone.doc>

The university will continue to test the alert@csusb system on a quarterly basis. In addition, there will be another test at 10 a.m. on Thursday, Nov. 13, as part of a special earthquake drill. Cal State San Bernardino will be participating in the exercise, which will be conducted in eight counties in Southern California. More information will be sent to you prior to Nov. 13.

The new **alert@csusb** service, a Connect-ED® service, is part of our new communication system to provide students, faculty and staff with time-sensitive notifications via voice messages, e-mail and text messages.

Faculty, staff, and students have been automatically enrolled to receive emergency messages. There is no charge for this service, but calls and text messaging fees from your cellular phone service providers could apply. End users are responsible for those charges, if any. You may opt out of the text messaging service and some phone number contacts, but not the e-mail service. However, the more information you provide; the better we can connect with you during an emergency.

Questions about the new notification system can be answered by visiting the University Police Web site at <http://adminfin.csusb.edu/police> and clicking on the "Connect-ED" icon.

Thank you for your participation.

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