Memorandum

Emergency Contacts and SPU-Alert Emergency Notification System

Emergency Contact Information:
This information is stored in the University's Banner System to be used by Safety and Security or other University officials to notify person(s) you identify as emergency contact(s) in the event of a personal emergency. **You must provide this information within your first week of employment.**

Please follow the steps below to ensure that accurate Emergency Contact Information is available through the Banner Information System.

1. Log on to the Banner information system by going to the main SPU webpage: www.spu.edu, and in the far upper right corner, selecting "My SPU" and "Banner" from the drop down menu.

2. Enter your user name and password.

3. Click on "Personal Menu" link.

4. Click on "Emergency Contact Information" link.

5. To enter new emergency contact information, select "New Contact" and enter applicable information. You will need to enter at least two contacts. **One of these should be an out-of-area contact in case of catastrophic emergency.** If you do not have an out-of-area contact please let me know (contact info below).

6. Click on "Submit Changes" once you are finished.

"SPU-Alert" – Emergency Notification System:
If an event occurs where the campus community must be notified of an imminent life and safety emergency, the SPU-Alert system will be used to notify the campus through multiple communication channels. Messages will be delivered to faculty, staff and students using cell phone text messaging, telephone calls, and email.

Text messaging to your cell phone has proven the quickest way for you to receive an alert about a campus emergency. You are **strongly encouraged** to provide a cell phone/text messaging number for the SPU-Alert System.

Once in the Banner System, select the "Personal Menu" then choose the "Emergency Alert System". Your campus email and on-campus phone are pre-populated in the system. Please enter your cell phone/text messaging number, alternate phone numbers, and alternate email addresses to assist in contacting you about a campus emergency.

Your questions may be directed to HR at (206) 281-2809.