



MEMORANDUM

To: All Faculty and Staff

From: Irene M. Malmgren, Ed.D
Vice President, Instruction
Melonee Cruse, Manager
Environmental Safety and Emergency Services

cc:

Date: June 9, 2017

Re: **EMERGENCY PREPAREDNESS DRILL (Fall 2017)**

Mt. SAC will conduct an emergency preparedness drill during the Fall 2017 term. The Fall drill will be conducted on Thursday, October 19, 2017, at 10:19am to coincide with the California Great Shake-Out exercise. The purpose of this drill is to test our notification system and to remind our campus community to practice earthquake emergency procedures. **No campus buildings will be evacuated.** An emergency message will be sent via our Blackboard Connect emergency notification messaging system (phone, email, and/or text) and our NEW Alertus Desktop notification system. The Alertus system will display an emergency alert on any desktop or laptop computer actively connected to the network at the time the message is sent.

Fall Emergency Notification Drill

- All Mt. SAC employees or students signed up to receive a campus emergency notification message on a phone, by email, or a text message will receive a campus emergency message via the Blackboard Connect system. The message will remind the recipient to practice the earthquake emergency procedures, "Drop, Cover and Hold-on." Sign up for emergency notifications or check how you will receive your campus emergency notification messages [here](#). (Requires login to the Mt. SAC Portal.)
- **NEW Alertus Desktop Notification** - Any desk or laptop computer connected to the Mt. SAC IT network will receive an automatic pop-up notification on their computer screen. This notification can be disabled after receipt of the message by clicking a button displayed on the screen. More information regarding this notification, disabling the notification after it appears, and other relevant information about the display will be included in subsequent email notifications this Summer term and at the beginning of Fall term.

Thank you for supporting the College in its emergency preparedness endeavors. Should you have any questions, please contact Melonee Cruse, via email, at mcruse1@mtsac.edu.