

Notre Dame de Namur University Emergency Notification Policy

EMERGENCY NOTIFICATION POLICY

When an emergency crisis such as a catastrophic disaster, danger to life and health, or significant changes to the operations of the University happens on campus, the emergency notification system will be initiated, voice and text messages will immediately be sent to students. For the safety of the community, it is critical that students follow the directions or instructions provided by the system. The emergency notification system allows for officials to contact students, faculty and staff via:

- Voice messages to home phones, work phones, and cell phones
- Text messages to cell phones, PDAs and other text-based devices.
- Text messages to email accounts

Emergency information regarding events that are affecting or that may impact normal University operations are recorded on the University emergency hotline (650) 508-3502 and posted on the University website (www.ndnu.edu). This information will be updated at 6:00 am and 6:00 pm each day, or more frequently if necessary, during emergency periods.

Registration

Students

1. Students may update their current mobile phone number on the campus portal prior to the beginning of classes each semester.
2. At the completion of the add/drop period each semester, current mobile phone numbers of all current students will be uploaded into our emergency text message database.
3. An NDNU email notification will be delivered each semester to alert students of the pending test of the Emergency Text Message system.
4. The text message system does not support all cell phones, should you not receive the text message; please utilize another method of emergency notification.
5. This system will be utilized for emergencies and tests of the emergency system only.
6. Each semester you will be given the opportunity to volunteer out of the system at any time.

Faculty/Staff

1. Faculty/Staff may sign up online at www.ndnu.edu/emergency.
2. Faculty/Staff may sign up or change their contact information through the office of Human Resources to be added to the permanent list.

Parents

1. Parents may sign up online at www.ndnu.edu/emergency.