



**SAN DIEGO  
COMMUNITY COLLEGE  
DISTRICT**

**Chancellor's Cabinet  
October 17, 2017**

**Emergency Communications Test** *Students & Employees*

**Emergency Communication Plan – Fall 2017 (Employees & Students)**

- I. **Advance Notice Emails:** The week of October 23 (E-mail) - Advance Test notification to inform faculty, staff and students of the upcoming date for the annual Emergency Alert System Text and E-mail test. Including information about adding or updating cell information and the subsequent SMS Confirmation Text message for new or updated cell phone numbers.
- II. **Text SMS Confirmation:** Wednesday, Nov 1 – to new or updated cell numbers only. The text message includes opt-out option for future emergency text messaging. — *not email*
- III. **Emergency Alert System Test:** Text & E-mail on Thursday, Nov. 2, 2017 – 11am

**College Students:**

**Subject:** Update your information for the SDCCD Emergency Alert System



## SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

On **November 2, 2017 @ approx. 11am**, all students enrolled in Fall 2017, who have an emergency cell phone number on file with San Diego City, Mesa & Miramar Colleges, will receive a text **AND** e-mail message as part of our annual test of the Emergency Alert System.

Note: If you have not provided an emergency cell phone number or wish to update your cell number, please login to Reg-e at: <https://studentweb.sdccd.edu/reg-e> to do so. From the "Welcome to Reg-e" page, click on the "Change Phone Numbers" button and enter your cell phone number.

On **November 1, 2017**, if you have updated your cell information, you will receive a brief text confirmation message that you have been setup to receive emergency text alerts. This confirmation text message will be no cost to you and will provide you the option to opt-out at any time. No action will be necessary to receive future emergency text messages.

Thank you for your participation.

**CE Students:**

On **November 2, 2017 @ approx. 11am**, all students enrolled in Fall 2017, who have an emergency cell phone number on file with San Diego Continuing Education, will receive a text **AND** e-mail message as part of our annual test of the Emergency Alert System.

Note: If you have not provided an emergency cell phone number or wish to update your cell number, please login to the CE Online Application and Registration website at: <https://cestudent.sdccd.edu/cereg/> to do so. From the application page, click the update button, then the registration button. The emergency cell phone number page will display for you to enter or update your cell phone number.

On **November 1, 2017**, if you have updated your cell information, you will receive a brief text confirmation message that you have been setup to receive emergency text alerts. This confirmation text message will be no cost to you and will provide you the option to opt-out at any time. No action will be necessary to receive future emergency text messages.

Thank you for your participation.

*DSPS students (Visual and Hearing)*

## Accessible AlertSanDiego

**GET SIGNED UP. GET NOTIFIED.**  
**[WWW.READYSDIEGO.ORG](http://WWW.READYSDIEGO.ORG)**

Dear Student, *Employee*

We are pleased to inform you of a special service available in our community in the event of a disaster or emergency. Accessible AlertSanDiego is a mass alert notification service and is offered at no cost to the residents of San Diego County who are deaf, blind, or hard of hearing.

Accessible AlertSanDiego sends emergency accessible alerts and information (such as evacuation notices) to internet and video capable devices, such as computers, cell phones, smart phones, tablet computers, and wireless Braille readers. These alerts are offered in American Sign Language (ASL) with English voice and text.

Be prepared and register today at:

**[WWW.READYSDIEGO.ORG](http://WWW.READYSDIEGO.ORG)**



**Office of Emergency Services, County of San Diego**

**“CARE TO PREPARE” CAMPAIGN 2017**

*Faculty / Staff Employee Emails:*

On **November 2, 2017 @ approx 11am**, all District employees and students on the SDCCD Alert list will receive a text and e-mail message as part of our annual test of the Emergency Alert System.

**Note:** If you have not provided an emergency cell phone number or wish to update your existing number, please login to the SDCCD Portal at <http://myportal.sdccd.edu>.

To add or update, go to the Employee Quick Links menu on the left side of the page. Click the 'Personal Information Summary' link, then click the 'Change Phone Numbers' button, and from here you may either modify your current Emergency Alert phone number or add one by clicking the 'Add Phone Number' and selecting the "Emergency Alert" phone type.

Employees with new or updated cell phone numbers will receive a confirmation text message in preparation for a test of our Emergency Alert System (SDCCD Alert) on **November 1**. The message will be a brief confirmation text message that the cell number has been setup to receive emergency text alerts. This confirmation text message will be no cost to you and will provide you the option to opt-out at any time. No action will be necessary to receive future emergency text messages.

Thank you for your participation.

Emergency Alert Test Message (SDCCD Alert)

SDCCD Alert <[sdccd\\_alert@sdccd.edu](mailto:sdccd_alert@sdccd.edu)>

This is a test of the San Diego Community College District Emergency Alert System.

**This is ONLY A TEST!**

Had this been an actual emergency, you would be given brief details and directed to visit the College, Continuing Education, and District websites for more information and instructions. Thank you for participating in this test of the San Diego Community College District Emergency Alert System.

**This is ONLY A TEST!**