



# AWARENESS



## NOTIFICATION SYSTEM TESTING

This is an important message to inform you about Everbridge, the platform through which we implement Einstein's Mass Notification Service. We will use this tool to contact you during emergencies and for testing.

In some cases, you will receive a combination of e-mail, voice, and text/SMS messages. Each message will include a receipt confirmation component. Some may contain instructions you need to follow for your safety. By confirming receipt of the message, you signal the system to stop sending messages to any of your additional contact options. Providing multiple options ensures that we can reach you wherever you may be.

### How do I respond?

#### E-MAIL



- » The e-mail will be sent from: "EVERBRIDGE"
- » Read the entire message.
- » Click the link provided within the e-mail to confirm receipt of the message.

#### TELEPHONE / VOICE



- » You must press "1" after the system greeting to hear the message.
- » The main content of the communications will follow.
- » To confirm receipt of the message, Press "1" a final time.

#### VOICEMAIL DIAL-BACK



- » A Voicemail will contain a dial-back phone number with a one-time pin.
- » Call the number and enter the numeric pin to confirm receipt of the message.
- » This dial back will confirm your receipt of the message.

#### SMS / TEXT



- » You will receive a text message on your mobile phone or PDA.
- » Read the entire message and then select reply from your device.
- » Reply with "Yes" and send to confirm receipt of the message.

Everbridge communications will be sent to help protect members of our Einstein community and our campus facilities. We will also use the system to conduct occasional tests, to be sure the system is working properly and to familiarize members of our community with the messaging that you will receive.