



BLINN ALERT SYSTEM Employee Information Sheet

What the Blinn Alert System means to you

During an emergency, this system will allow Blinn College to provide specific instructions to help ensure your safety. You will be alerted to situations that affect Blinn campuses such as dangerous weather, catastrophic events, security breaches, physical threats and other incidents. If you are asked to take action, please heed the warnings and follow all instructions.

You will have access to the benefits of this system with alerts sent directly to you by e-mail, text and voice message. We strongly encourage you to participate in the program. It's a simple matter of filling in the e-mail addresses and phone numbers of where you want the alert notices sent.

Your help is critical

The success of the Blinn Alert System relies on you to provide accurate, up-to-date contact information so that you can be notified quickly in the event of an emergency.

How does it work?

Blinn College will enter your Blinn telephone number, Blinn e-mail and (for those who have designated public information) home telephone number or cellular number as you have provided it. Please keep the college current on your phone numbers and e-mail addresses. Employees will need to add additional preferred contact information to the database. You will be able to add, remove and change information as you desire or as circumstances demand. **THERE WILL BE MINIMAL EDIT PERFORMED ON YOUR CHANGES**, thus the College will assume your entries are correct and reflect your preferred contact information as well as any "no contact" or absent information.

To change, add or delete phone numbers and e-mail addresses, log onto the Blinn College Employee On-line System through the college website – <http://www.blinn.edu/faculty.php>. Click on the Blinn Alert icon to find information on how to add/edit your personal contact information such as your home phone, cell phone, pager and secondary e-mail address. If you have difficulty updating your information, contact blinn.alerts@blinn.edu.

**PLEASE SIGN AND DATE THE ATTACHED FORM
DETACH AND RETURN TO THE HUMAN RESOURCE OFFICE**

RECEIPT ACKNOWLEDGEMENT
Blinn Alert System

I acknowledge receipt of the Blinn College Alert System Information and understand I am responsible for entering emergency contact information. Please return this form to the Human Resource office.

Date

Employee's Signature

Employee's Name (Printed)