Emergency Communication Process from MSU

**EMERGENCY SITUATIONS**

Emergency situations refer to severe weather, a long-term power outage, a fire, a tornado, human-made and natural disasters, or a declared "state of emergency" situation.

In the event of a major campus emergency, the University media coordinator, under the direction of the President of the University and the Chief of Police, will disseminate warning information through the appropriate media.

In cases of prolonged emergency situations, the level of services appropriate to the functioning of the University and the needs and levels of employee involvement will be determined by the unit administration in order to protect the health and safety of human and animal life and the basic security of the University's physical plant and equipment.

For more information, please visit the web at: http://www.hr.msu.edu/documents/uwidepolproc/emergencysit.htm

**EMPLOYEE BENEFITS**

**For Emergency Communications to the employee: (regular and temporary)**

All information the university has from an employee is utilized. Emails, telephone calls to home number and texts and phone calls to cell phone numbers are sent simultaneously

* Directory based telephone and MSU email (not unit email)
* If an employee has provided their cell phone, other phone numbers on <http://alert.msu.edu/>

Click on “Login” in green bar at toward the top of the page: Review the information in the MSU Contact Information Section. If you want to add a mobile phone number, or a number for any other electronic device and/or an alternative email address, you can add them under the Additional Contact Information Section. Remember to hit “Save”.

**For Emergency Communications to students:**

Information that a student provides when registering to MSU and their MSU email address is utilized. Emails, telephone calls to directory based telephone number and texts and phone calls to cell phone numbers are sent simultaneously

* Directory based telephone, cell phone and MSU email

 **Emergency Communications to family member/designee about an Employee**

If the university needs to contact a family member or other contact about the employee, the university utilizes the emergency contact on record for faculty and staff.

**EMERGENCY CONTACT INFORMATION (policy )**

At the time of hire, employees are required to designate an emergency contact and provide the University with contact information for this person so that a University representative can reach the appropriate person in emergency situations. Employees should update emergency contact information as needed through the Employee Self-Service (ESS) portal at www.ebs.msu.edu .

Employees may view and update their Emergency Contact Information in EBS as follows:

Go to:

<https://login.msu.edu/?App=EBSP-SecPortal> and log in with MSU ID and Password

* Click on ESS Tab
* Click on Personal Information
* Click on Emergency Contact and review your information on that page. If you need to add a contact or change a contact, click on the “Edit” button and then add the name, address and telephone number of the contact and hit the “Save” button

Unit administrators may obtain emergency contact information through a Business Intelligent report. They use EBS, BI reports: HR-payroll folder, University HR-Payroll Reports, OMPA – Organizational Management/Personnel Administration; Emergency Contact Listings Report – HRP072.

 The CANR Dean’s office has the capability of obtaining emergency contact for all faculty and staff.

The university has a Family Assistance Center that is activated in situations where there may be multiple employees involved and the university needs to communicate with multiple families.

*Important to note: the university sends the emails to the individual’s MSU email (not their department email) so it is important that employees check both email accounts if they don’t forward their emails to the account they typically check.*

**Emergency Communications to family members/designee about a student**

For students the emergency contact is provided in the student information system.

**For General Communications to Faculty, Staff and Students when there may be situations that MSU wants to communicate that are not an emergency, i.e., crime alerts, suspicious persons, etc**

Emails are sent to the MSU ID email address and office telephone numbers.

Other links that may be of assistance are:

<http://www.hr.msu.edu/documents/ss_employee_handbook/EmployeeHandbook.pdf> (Page 13 =

<http://www.hr.msu.edu/documents/uwidepolproc/emergencysit.htm>

<http://www.drp.msu.edu/Documentation/StepbyStepGuide.htm>

[www.cip.msu.edu/risk-assessment-worksheet.doc](http://www.cip.msu.edu/risk-assessment-worksheet.doc)

<http://www.drp.msu.edu/Documentation/Step4sampleCriticalSystemProcessInformat.htm>

<http://www.drp.msu.edu/documentation/Step2sampleCriticalSystemRanking.htm>

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