



Emergency Notification System

User Manual

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System Overview

Location

<http://portal.campusannouncement.com>



Sign in

Username:  [Forgot your ID?](#)

Password:  [Forgot your password?](#)

Remember me



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Menu Structure

Links

- **Student Listing**
- **List Page**
- **Template Library**
- **Announcement**
- **User Guide**
- **Help**

Tabs

- **Home**
- **Student Listing**
- **List Page**
- **Template Library**
- **Announcement**
- **Logout**

The screenshot shows the Campus Announcement web application interface. At the top left is the logo for Campus Announcement, featuring a stylized 'A' with signal waves. To the right of the logo is the text 'CAMPUS ANNOUNCEMENT'. Further right, there is a navigation bar with tabs: 'Home', 'Student Listing', 'List Page', 'Template Library', 'Announcement', and 'Logout'. The 'Student Listing' tab is currently selected. Below the navigation bar, there is a header area with 'Home' on the left and 'Connors State College' on the right. A green button labeled 'Emergency QuickLaunch' is located in the top right corner. Below the header, there is a section titled 'Links' which contains a list of links with icons and descriptions:

- Student Listing**: The Student Listing is used for managing students.
- List Page**: The List Page is used for managing student lists.
- Template Library**: The Template Library is used for creating and storing templates for email messages.
- Announcement**: The Announcement tab is for setting up email, voice and text broadcast messages.
- User Guide**: Campus Announcement User Guide.
- Help**: Click for general help throughout the website.

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Links

- **Student Listing** – Table of all student data.
- **List Page** – Table of all user-created lists.
- **Template Library** – Table of all user-created templates.
- **Announcement** – Announcements list and Emergency QuickLaunch button.
- **User Guide** – Link does not work. Contacted BLI Messaging. They are working on the issue.
- **Help** – BLI Messaging support contact information.

Tabs

- **Home** – Main page seen after login.
- **Student Listing** – Table of all student data.
- **List Page** – Table of all user-created lists.
- **Template Library** – Table of all user-created templates.
- **Announcement** – Announcements list and Emergency QuickLaunch button.
- **Logout** – Logout of system.

Buttons

- **Emergency QuickLaunch** – Compose and send emergency notifications.

Four Primary Tabs/Links

Student Listing

- View detailed user information
- Sort user information
- View user list membership

Help Center | Central Time(GMT-4) | User Profile | 41169, welcome!

Home Student Listing List Page Template Library Announcement Logout

Home > Students Connors State College

Students List Add Student Delete Student(s) Import Students List Management Edit Columns Delete all Columns

Please Enter Student Name, Class Or Other Additional Columns. Search Reset

ID	First Name	Last Name	College Student ID	Class	Primary Phone 1	Primary Phone 2	Email	Semester	CellPhone	CellPhoneTe
17894	LACEY	MATHEWS	99923890	Students	(000) 000-0000		laceyjn@connorsstate.edu	2016	0000000000	
17893	AUSTIN	MASON	99921388	Students	(000) 000-0000		awmason@connorsstate.edu	2016	0000000000	
17892	NATASHA	ASLING	99966357	Students	(000) 000-0000		natasha.asling@connorsstate.edu	2016	0000000000	
17891	BRAD	CHAMBERS	99482595	Students	(000) 000-0000		brad_chambers@connorsstate.edu	2016	0000000000	
17890	MICHAEL	MILLER	99233313	Students	(000) 000-0000		mlm@connorsstate.edu	2016	0000000000	
17889	AMBER	ANDERSON	99221731	Students	(000) 000-0000		amber.s.anderson@connorsstate.edu	2016	0000000000	
17888	SEAN	RAGSDALE	99208483	Students	(000) 000-0000		seanvr@connorsstate.edu	2016	0000000000	
17887	MICHAEL	WILEY	99079290	Students	(000) 000-0000		mewiley@connorsstate.edu	2016	0000000000	

Page 1 of 27 Previous 1 2 3 4 5 Next GoTo

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List Page:

- View list data and membership
- Create lists

Help Center | Central Time(GMT-4) | Setup | User Profile | 41169, welcome!

Home Student Listing List Page Template Library Announcement Logout

Home > List Connors State College

List Create New List Edit List Delete List Add/Remove Students

Please Enter List Name Search Reset

List Name	Last Update	Email Address QTY	Phone # QTY	FriendlyID	Description
Connors State College (Default L	6/30/2011 9:20:01 AM	2684	6611	1000	Connors State College (Default List)
2011 (Default List)	6/30/2011 9:20:33 AM			1001	2011 (Default List)
Employees(Default List)	7/5/2011 8:52:51 AM	275	712	1002	Employees(Default List)
Students(Default List)	7/5/2011 8:53:04 AM	2409	5899	1003	Students(Default List)
EMT	8/1/2011 6:50:53 AM	7	20	1908	Emergency Management Team
WARNERLABS	8/30/2011 12:38:27 PM	1	2	8881	Computer Labs and Libraries
PORTLABS	8/30/2011 12:38:01 PM	1	2	8882	Port Campus Labs
NSULABS	8/30/2011 12:38:42 PM	1	2	8883	NSU Campus Labs

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Template Library:

- View template data and information
- Create/upload templates

Help Center | Central Time(GMT-4) | User Profile | 41169, welcome!

Home Student Listing List Page Template Library Announcement Logout

Home > Template Library Connors State College

Template Library Upload Create HTML Using Editor Rename Delete Replace

Please Enter Template ID or File Name Search Reset

Template ID	File Name	File Type	Upload Date	Last Used	Last Modified	Owner
27226	EXAMPLE - Alert Messages.html	HTML	8/31/2011 10:43:12 AM		8/31/2011 10:51:59 AM	Dr. Ronald Ramming
27224	FORMAT - Violent Crime or Suspect at Large.html	HTML	8/31/2011 10:37:31 AM		8/31/2011 10:58:25 AM	Dr. Ronald Ramming
27233	FORMAT - Hazardous Materials Warning.html	HTML	8/31/2011 10:35:44 AM		8/31/2011 10:58:17 AM	Dr. Ronald Ramming
27232	FORMAT - Test Message.html	HTML	8/31/2011 10:33:26 AM		8/31/2011 10:58:08 AM	Dr. Ronald Ramming
27230	FORMAT - Campus Alert Message.html	HTML	8/31/2011 10:23:34 AM		8/31/2011 10:57:54 AM	Dr. Ronald Ramming

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Announcement:

- View past announcements
- View reports

Help Center | Central Time(GMT-4) | User Profile | 41169, welcome!

Home Student Listing List Page Template Library Announcement Logout

Home > Announcement Connors State College

Announcement List Report Center Emergency QuickLaunch

Name	Date	Time	Jobs QTY
TEST EMERGENCY MESSAGE	8/30/2011	2:43 PM	1
TEST EMERGENCY MESSAGE	8/30/2011	2:42 PM	1
TEST EMERGENCY MESSAGE	8/30/2011	1:40 PM	1
TEST EMERGENCY MESSAGE	8/30/2011	12:43 PM	1
CSC NOTICE	8/1/2011	11:15 PM	1
CSC NOTICE	8/1/2011	10:31 PM	1
TEST EMERGENCY MESSAGE	7/28/2011	3:22 PM	3
TEST EMERGENCY MESSAGE	7/21/2011	9:50 AM	4
TEST EMERGENCY MESSAGE	7/21/2011	9:42 AM	1
TEST EMERGENCY MESSAGE	7/21/2011	9:22 AM	1
TEST EMERGENCY MESSAGE	7/21/2011	8:32 AM	1
CSC TEST MESSAGE	7/20/2011	11:31 PM	1
TEST MESSAGE	7/20/2011	11:24 PM	1

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Emergency QuickLaunch

Compose emergency notifications on the QuickLaunch screen:



- Home
- Student Listing
- List Page
- Template Library
- Announcement
- Logout

Home > Emergency QuickLaunch Connors State College

Emergency QuickLaunch ◀ Back Submit

Message Type:

Voice Text Message Email Desktop Alert

Subject:

Content (Voice / SMS / Email / Desktop Alert): 0/160 (1) Maximum 160 characters in a text message

Select List(s):

<input type="checkbox"/> Select All	List Name
<input checked="" type="checkbox"/>	Connors State College (Default L
<input type="checkbox"/>	2011 (Default List)
<input type="checkbox"/>	Employees(Default List)
<input type="checkbox"/>	Students(Default List)
<input type="checkbox"/>	EMT
<input type="checkbox"/>	WARNERLABS
<input type="checkbox"/>	PORTLABS
<input type="checkbox"/>	NSULABS

Notification Creation

BEGIN PROCEDURE

Visit <http://portal.campusannouncement.com>:



Sign in

Username:  [Forgot your ID?](#)

Password:  [Forgot your password?](#)

Remember me



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Provide your Username and Password. Select the "Submit" button when ready:



[Help Center](#) | [Central Time\(GMT-6\)](#) | [Setup](#) | [User Profile](#) | 41168, welcome!

Home

Student Listing

List Page

Template Library

Announcement

Logout

Home

Connors State College

[Emergency QuickLaunch](#)

Links



Student Listing

The Student Listing is used for managing students.



List Page

The List Page is used for managing student lists.



Template Library

The Template Library is used for creating and storing templates for email messages.



Announcement

The Announcement tab is for setting up email, voice and text broadcast messages.



User Guide

Campus Announcement User Guide.



Help

Click for general help throughout the website.

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Select "Emergency QuickLaunch" button:



- Home
- Student Listing
- List Page
- Template Library
- Announcement
- Logout

Home > Emergency QuickLaunch

Connors State College

Emergency QuickLaunch

[← Back](#) [Submit](#)

Message Type:

- Voice Text Message Email Desktop Alert

Subject:

Content (Voice / SMS / Email / Desktop Alert): 0/160 (1) Maximum 160 characters in a text message

Select List(s):

<input type="checkbox"/> Select All	List Name
<input checked="" type="checkbox"/>	Connors State College (Default L
<input type="checkbox"/>	2011 (Default List)
<input type="checkbox"/>	Employees(Default List)
<input type="checkbox"/>	Students(Default List)
<input type="checkbox"/>	20116s
<input type="checkbox"/>	20116e
<input type="checkbox"/>	EMT

Select the message types you wish to send (Voice, Text Message, Email, and Desktop Alert):



- Home
- Student Listing
- List Page
- Template Library
- Announcement
- Logout

Home > Emergency QuickLaunch

Connors State College

Emergency QuickLaunch

Back Submit

Message Type:

- Voice
- Text Message
- Email
- Desktop Alert

Subject:

Content (Voice / SMS / Email / Desktop Alert): 0/160 (1) Maximum 160 characters in a text message

Select List(s):

<input type="checkbox"/> Select All	List Name
<input checked="" type="checkbox"/>	Connors State College (Default L
<input type="checkbox"/>	2011 (Default List)
<input type="checkbox"/>	Employees(Default List)
<input type="checkbox"/>	Students(Default List)
<input type="checkbox"/>	20116s
<input type="checkbox"/>	20116e
<input type="checkbox"/>	EMT

Type the message Subject and Content in the appropriate boxes.

NOTE: A maximum of 160 characters are allowed in a text message.

Select the Lists that you wish your messages to be delivered to. You may select from the following:

- **Connors State College (Default List)** – All employees and students belong to this list.
- **Employees (Default List)** – All employees.
- **Students (Default List)** – All students.
- **20116s** – Current semester students. Numbers will change (i.e. 20122s, 20124s, and 20126s).
- **20116e** – Current semester employees. Numbers will change (i.e. 20122s, 20124s, and 20126s).
- **EMT** – Emergency Management Team
- **WARNERLABS** – All Warner Campus lab and library computers. For Desktop Alerts only!
- **PORTLABS** – All Port Campus lab and library computers. For Desktop Alerts only!
- **NSULABS** – All NSU Campus lab and library computers. For Desktop Alerts only!

NOTE: For normal notifications, please use the **20116s** and **20116e** lists (or comparable as new semesters approach) as these are current for the given semester. Using the full **Employees** and/or **Students** list can bring in older semester students that may no longer attend the institution. These lists contain every student for every semester we have on record.

Select the “Submit” button when ready.

You will see a pop-up box that says: “This announcement will be sent to all the selected list(s). Ok to proceed?”

Select the “OK” button to proceed.

You should see another pop-up box that says: “Launch was Successful”

Select the “OK” button to proceed.

END PROCEDURE

NOTE: Please see the [Notification Reporting Procedure](#) to view successes/failures of any sent messages.

Notification Reporting

[BEGIN PROCEDURE](#)

Visit <http://portal.campusannouncement.com>:

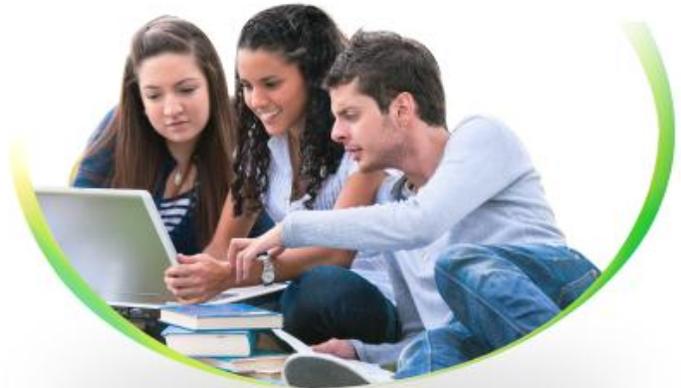


Sign in

Username:  [Forgot your ID?](#)

Password:  [Forgot your password?](#)

Remember me



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Provide your Username and Password. Select the "Submit" button when ready:



[Help Center](#) | [Central Time\(GMT-6\)](#) | [Setup](#) | [User Profile](#) | 41168, welcome!

Home

Student Listing

List Page

Template Library

Announcement

Logout

Home

Connors State College

Emergency QuickLaunch

Links



Student Listing

The Student Listing is used for managing students.



List Page

The List Page is used for managing student lists.



Template Library

The Template Library is used for creating and storing templates for email messages.



Announcement

The Announcement tab is for setting up email, voice and text broadcast messages.



User Guide

Campus Announcement User Guide.



Help

Click for general help throughout the website.

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Select the "Announcement" tab:



- Home
- Student Listing
- List Page
- Template Library
- Announcement
- Logout

Home > Announcement

Connors State College

Announcement List

[Report Center](#) [Emergency QuickLaunch](#)

Name	Date	Time	Jobs QTY
TEST EMERGENCY MESSAGE	8/30/2011	2:43 PM	1
TEST EMERGENCY MESSAGE	8/30/2011	2:42 PM	1
TEST EMERGENCY MESSAGE	8/30/2011	1:40 PM	1
TEST EMERGENCY MESSAGE	8/30/2011	12:43 PM	1
CSC NOTICE	8/1/2011	11:15 PM	1
CSC NOTICE	8/1/2011	10:31 PM	1
TEST EMERGENCY MESSAGE	7/26/2011	3:22 PM	3
TEST EMERGENCY MESSAGE	7/21/2011	9:50 AM	4
TEST EMERGENCY MESSAGE	7/21/2011	9:42 AM	1
TEST EMERGENCY MESSAGE	7/21/2011	9:22 AM	1
TEST EMERGENCY MESSAGE	7/21/2011	8:32 AM	1
CSC TEST MESSAGE	7/20/2011	11:31 PM	1
TEST MESSAGE	7/20/2011	11:24 PM	1

For general reporting, you may select from the Announcement List on this page.

For more detailed reporting, select the “Report Center” button:

The screenshot displays the Campus Announcement web application interface. At the top left is the logo for 'CAMPUS ANNOUNCEMENT' featuring a stylized 'A' with signal waves. To the right of the logo is the text 'Help Center | Central Time(GMT-6) | Setup | User Profile | 41168, welcome!'. Below this is a horizontal navigation bar with buttons for 'Home', 'Student Listing', 'List Page', 'Template Library', 'Announcement', and 'Logout'. The 'Announcement' button is highlighted. Below the navigation bar is a breadcrumb trail 'Home > Main Report' and the institution name 'Connors State College'. The main content area is titled 'Main Report' and contains a 'Back' button and a 'Select Job Type' dropdown menu. The rest of the page is a large empty white space.

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Using the “Select Job Type” drop-down box, select the type of message for which you would like to view a report (Voice, Text Message, Email, and Desktop Alert).

On the next screen, you may view message statistics for the given delivery method. You may also select any of the statistics for more detailed information, graphs, downloadable data, etc.

END PROCEDURE

Using Templates for Notification Creation

[BEGIN PROCEDURE](#)

Visit the [Template Library](#) tab/link:



Help Center | Central Time(GMT-6) | User Profile | 41169, welcome!

Home

Student Listing

List Page

Template Library

Announcement

Logout

Home > Template Library

Connors State College

Template Library

Upload

Create HTML Using Editor

Rename

Delete

Replace

Please Enter Template ID or File Name

Search

Reset

	Template ID	File Name	File Type	Upload Date	Last Used	Last Modified	Owner
<input type="radio"/>	27236	EXAMPLE - Alert Messages.html	HTML	8/31/2011 10:43:12 AM		8/31/2011 10:51:59 AM	Dr. Ronald Ramming
<input type="radio"/>	27234	FORMAT - Violent Crime or Suspect at Large.html	HTML	8/31/2011 10:37:31 AM		8/31/2011 10:58:25 AM	Dr. Ronald Ramming
<input type="radio"/>	27233	FORMAT - Hazardous Materials Warning.html	HTML	8/31/2011 10:35:44 AM		8/31/2011 10:58:17 AM	Dr. Ronald Ramming
<input type="radio"/>	27232	FORMAT - Test Message.html	HTML	8/31/2011 10:33:26 AM		8/31/2011 10:58:08 AM	Dr. Ronald Ramming
<input type="radio"/>	27230	FORMAT - Campus Alert Message.html	HTML	8/31/2011 10:23:34 AM		8/31/2011 10:57:54 AM	Dr. Ronald Ramming

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Select the template you wish to use (e.g. FORMAT – Violent Crime or Suspect at Large) by clicking on the associated Template ID Number:



- Home
- Student Listing
- List Page
- Template Library
- Announcement
- Logout

Home > Template Library > Html Design

Connors State College

HTML Design

Update Template Preview Back

Images Insert Image File Link Insert Body Background Color Change Color

<SUBJECT> ALERT: Violent Crime / Suspect at Large
<BODY> ALERT: [CAMPUS], [DATE] [TIME]: [INCIDENT] has occurred at [LOCATION]. Seek safety. Suspect is described as [DESCRIPTION]. Call 911. Watch for updates.

Replace bracket items [] with data pertaining to the alert notification.

Copy the text from the text box:



- Home
- Student Listing
- List Page
- Template Library
- Announcement
- Logout

Home > Template Library > Html Design

Connors State College

HTML Design

Update Template Preview Back

Images Insert Image File Link Insert Body Background Color Change Color

A rich text editor toolbar with various icons for text formatting (bold, italic, underline, text color, background color), alignment, indentation, and other editing functions. The 'Normal' format is selected.

<SUBJECT> ALERT: Violent Crime / Suspect at Large
<BODY> ALERT: [CAMPUS], [DATE] [TIME]: [INCIDENT] has occurred at [LOCATION]. Seek safety. Suspect is described as [DESCRIPTION]. Call 911. Watch for updates.

Replace bracket items [] with data pertaining to the alert notification.

Select the Announcement tab, then the Emergency QuickLaunch button to create a notification.

Once here, paste the copied text into the content area:



- Home
- Student Listing
- List Page
- Template Library
- Announcement
- Logout

Home > Emergency QuickLaunch

Connors State College

Emergency QuickLaunch

[Back](#) [Submit](#)

Message Type:

- Voice Text Message Email Desktop Alert

Subject:

Content (Voice / SMS / Email / Desktop Alert): 60/150 (2) Maximum 160 characters in a text message

<SUBJECT:> ALERT: Violent Crime / Suspect at Large

<BODY:> ALERT: [CAMPUS], [DATE] [TIME]: [INCIDENT] has occurred at [LOCATION]. Seek safety. Suspect is described as [DESCRIPTION]. Call 911. Watch for updates.

Select List(s):

<input type="checkbox"/> Select All	List Name
<input checked="" type="checkbox"/>	Connors State College (Default L
<input type="checkbox"/>	2011 (Default List)
<input type="checkbox"/>	Employees(Default List)
<input type="checkbox"/>	Students(Default List)
<input type="checkbox"/>	EMT
<input type="checkbox"/>	WARNERLABS
<input type="checkbox"/>	PORTLABS
<input type="checkbox"/>	NSULABS

Cut the text following the <SUBJECT :> tag and paste it into the Subject: box above:



- Home
- Student Listing
- List Page
- Template Library
- Announcement
- Logout

Home > Emergency QuickLaunch

Connors State College

Emergency QuickLaunch

[← Back](#) [Submit](#)

Message Type:

- Voice Text Message Email Desktop Alert

Subject:

ALERT: Violent Crime / Suspect at Large

Content (Voice / SMS / Email / Desktop Alert): 21/150 (2) Maximum 160 characters in a text message

<SUBJECT:>

<BODY:> ALERT: [CAMPUS], [DATE] [TIME]: [INCIDENT] has occurred at [LOCATION]. Seek safety. Suspect is described as [DESCRIPTION]. Call 911. Watch for updates.

Select List(s):

<input type="checkbox"/> Select All	List Name
<input checked="" type="checkbox"/>	Connors State College (Default L
<input type="checkbox"/>	2011 (Default List)
<input type="checkbox"/>	Employees(Default List)
<input type="checkbox"/>	Students(Default List)
<input type="checkbox"/>	EMT
<input type="checkbox"/>	WARNERLABS
<input type="checkbox"/>	PORTLABS
<input type="checkbox"/>	NSULABS

Remove both items signifying content type (i.e. <SUBJECT :> and <BODY :>):



- Home
- Student Listing
- List Page
- Template Library
- Announcement
- Logout

Home > Emergency QuickLaunch

Connors State College

Emergency QuickLaunch

[Back](#) [Submit](#)

Message Type:

- Voice Text Message Email Desktop Alert

Subject:

ALERT: Violent Crime / Suspect at Large

Content (Voice / SMS / Email / Desktop Alert): 151/16(1) Maximum 160 characters in a text message

ALERT: [CAMPUS], [DATE] [TIME]: [INCIDENT] has occurred at [LOCATION]. Seek safety. Suspect is described as [DESCRIPTION]. Call 911. Watch for updates.

Select List(s):

<input type="checkbox"/> Select All	List Name
<input checked="" type="checkbox"/>	Connors State College (Default L
<input type="checkbox"/>	2011 (Default List)
<input type="checkbox"/>	Employees(Default List)
<input type="checkbox"/>	Students(Default List)
<input type="checkbox"/>	EMT
<input type="checkbox"/>	WARNERLABS
<input type="checkbox"/>	PORTLABS
<input type="checkbox"/>	NSULABS

Insert data into bracketed items [] to provide specific information for alert:

Before:

ALERT: [CAMPUS], [DATE] [TIME]: [INCIDENT] has occurred at [LOCATION]. Seek safety. Suspect is described as [DESCRIPTION]. Call 911. Watch for updates.

After:

ALERT: CSC Warner Campus, 09/01/11 11:12 AM: Shooting has occurred at Education Building. Seek safety. Suspect is described as white male, 20s, 6', black hair, blue shirt, blue jeans. Call 911. Watch for updates.

Complete procedure as outlined in Notification Creation procedure instructions.

NOTE: Pay close attention to the numbers directly above the Content area. These numbers show how many text messages your message will take to send as an SMS to cell phones.

Example from "Before:" above, showing 151/160 characters used in (1) message:

Content (Voice / SMS / Email / Desktop Alert): 151/160 (1) Maximum 160 characters in a text message

Example from "After:" above, showing 62/150 characters used in (2) messages with more detailed information. Actually, it translates to 212/300 characters used in (2) messages:

Content (Voice / SMS / Email / Desktop Alert): 62/150 (2) Maximum 160 characters in a text message

END PROCEDURE

Pre-Defined (Canned) Messages

Test Message:

<SUBJECT :> TEST: CSC Campus Alert System

<BODY :> TEST: [CAMPUS], [DATE] [TIME]: This is a test of the Connors State College Campus Alert System.

Replace bracket items [] with data pertaining to the alert notification.

Campus Alert Message:

<SUBJECT :> ALERT: [INCIDENT]

<BODY :> ALERT: [CAMPUS], [DATE] [TIME]: [ANNOUNCEMENT (include type of incident, specific location, and any special instructions)]. Watch for updates.

Replace bracket items [] with data pertaining to the alert notification.

Hazardous Materials Warning:

<SUBJECT :> ALERT: Hazardous Materials

<BODY :> ALERT: [CAMPUS], [DATE] [TIME]: Hazardous materials incident in [LOCATION]. Take shelter w/ windows closed. Turn off independent A/C and/or heat. Call 911 for any health issues. Watch for updates.

Replace bracket items [] with data pertaining to the alert notification.

Violent Crime or Suspect at Large:

<SUBJECT :> ALERT: Violent Crime / Suspect at Large

<BODY :> ALERT: [CAMPUS], [DATE] [TIME]: [INCIDENT] has occurred at [LOCATION]. Seek safety. Suspect is described as [DESCRIPTION]. Call 911. Watch for updates.

Replace bracket items [] with data pertaining to the alert notification.

Examples of Notification Messages

Gunman/Active Shooter Warning

Subject: ALERT: Gunman/Active Shooter

Content: ALERT: Warner Campus, 07/28/2011 2:28:27 PM: Active shooter / Person with gun on Warner Campus. Leave area or seek safety. Watch for updates.

Tornado Warning

Subject: ALERT: Tornado

Content: ALERT: Three Rivers Northeast Port Campus, 07/28/2011 2:28:27 PM: Tornado; take shelter underground or in building interior. Watch for updates.

Bomb Threat

Subject: ALERT: Bomb Threat

Content: ALERT: Warner Campus, 07/28/2011 2:28:27 PM: Bomb threat on Warner Campus. Please calmly and orderly evacuate the campus. Watch for updates.

Glossary

Announcement – See past announcements as well as create new announcements on this screen.

BLI Messaging, Inc. – Corporation who owns Campus Announcement.

Campus Announcement – This is the name of CSC’s emergency notification system.

Emergency QuickLaunch – Screen to compose an emergency notification message. Select this button in order to quickly create an emergency notification message.

Help – Location of BLI Messaging technical support contact information:

- **CampusAnnouncement.com**, A Division of BLI Messaging, Inc., 125 Whipple Street, 3rd Floor, Providence, RI 02908
- **Fax:** 1-888-329-1863
- **Phone:** 1-866-422-7242
- **E-mail:** Info@CampusAnnouncement.com

Links – These are useful links when using the Campus Announcement system:

- **General Website:** <http://campusannouncement.com>
- **Login Website:** <http://portal.campusannouncement.com>
- **FAQ Webpage:** <http://campusannouncement.com/notification-system-FAQ.asp>

List Page – Detailed listing of all user-created lists. Also, this is the location for creating new lists.

Student Listing – Detailed listing of all user data: sortable, searchable, etc.

Template Library – Detailed listing of all user-created templates. Also, this is the location of pre-defined (canned) messages for copying into or creating a new message.

User Guide – User guide for the Campus Announcement system. No data exists here yet but BLI Messaging indicated this is in process.