
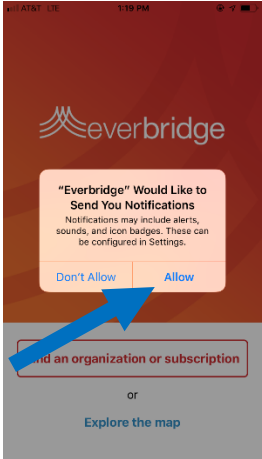
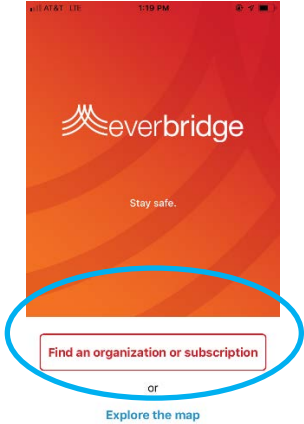
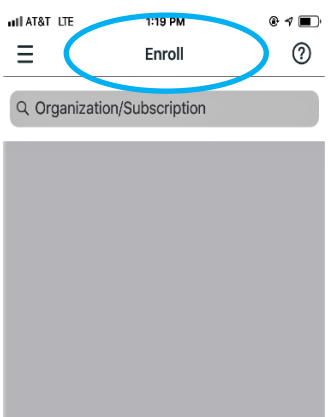
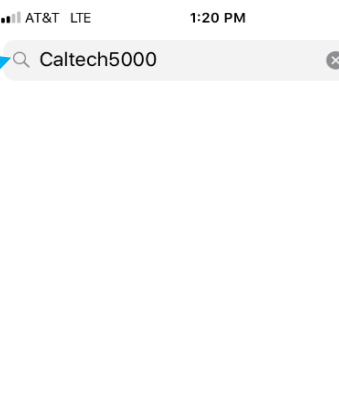
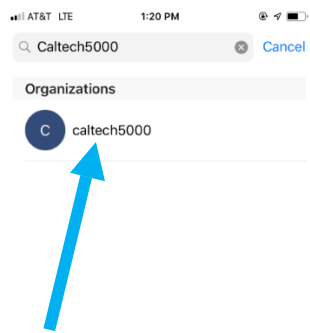
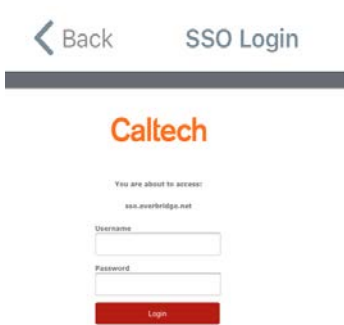
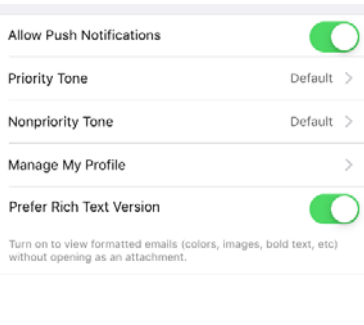


Everbridge App Download Guide

Caltech has contracted with Everbridge Emergency Notification Systems to offer the campus community a more interactive communication resource to use during times of crisis. In addition to receiving Caltech Alerts via the app, the Everbridge app will also give you the ability to communicate via text and to send photographs of suspicious persons/events directly to Security.

Search for Everbridge, download, and install the Everbridge application from your iPhone or Android app store.



Step 1 – Open App	Step 2–Allow Notifications	Step 3 – Tap on Find an organization	Step 4 – Enroll
			
Step 5 – Enter Code: caltech5000 in the Organization Search bar	Step 6 -Tap on caltech5000	Step 7 – Enter Your Caltech Username and Password. Use SSO (single sign on)	Step 8 – Confirm Settings
			

EMERGENCY COMMUNICATIONS AT CALTECH

During an emergency, official information will be posted at www.Caltech.edu

Register for Caltech Alerts

During an emergency, multiple methods of communication will be utilized to alert students, staff, faculty and visitors about a hazardous or dangerous situation on Campus.

One important method of communication is the Caltech Emergency Notification System called “**Caltech Alerts**”.

The Caltech Emergency Notification System is an alert system that can notify subscribers using four communication methods:

- Voice calls/messages to your home, work, and cell phone
- An e-mail to your primary e-mail address
- An SMS text message to your cellphone
- A mobile member alert will be sent to your cell phone

Please register at access.caltech to receive important alerts.

The screenshot shows the 'access.caltech' website interface. The main content area is titled 'My Addresses and Phone Numbers'. Under the 'Phone Numbers' section, there are two main input areas: 'Work Phone' and 'Mobile Phone'. Each area includes a text input field, a 'US Format: 999-999-9999 x9999' label, and checkboxes for 'This is an international number' and 'Delete this phone number'. The 'Work Phone' section also includes radio buttons for 'Who should see my work phone numbers?' (Caltech Only or Everyone). A 'Mobile Phone Note' section provides information about emergency contact. 'More Info' links are provided for each phone number field, with blue arrows pointing to them. An 'Add a New Phone' button is located at the bottom left of the form.

Register for Caltech Alerts

1. Go to access.caltech
2. Under **Self Service** select **Personal Information**
3. Enter phone numbers and email

Remember to periodically revisit the site to ensure your contact information is correct.
For Information on campus emergency plans, procedures and resources:
www.emergencypreparedness.caltech.edu