



West Valley - Mission

Community College District

WV-MALERT!

Emergency Notification System

When Seconds Count – Your Safety is Our Priority

WVM Alert

Sign Up Instructions

February 2017

WVM Alert Opt In Registration Instructions

What is WVM Alert?

WVM Alert is the Campus emergency messaging system used by West Valley and Mission colleges to ALERT students, faculty, staff, contractors and visitors of emergencies and other situations affecting our campuses.

As a part of this service you will periodically receive text, voice and email messages. The system is tested twice per semester and used for actual emergencies as necessary.

Types of messages when WVM Alert is used.

- Lockdown – Active Shooter - Run, Hide, Fight
- Building Evacuation
- Campus Closure
- Shelter in Place - Event requiring everyone to stay indoors (different from a Lockdown)

Besides the test message, we only use WVM-Alert to send out initial emergency reports and “All Clears”. Updates about the event will be posted on Facebook and Twitter. If you don't have accounts, you can still access the information via links posted on the www.wvm.edu/emergency site under “Emergency Info Updates”

Are you IN???

Some people are automatically placed into WVM Alert. All students, all faculty teaching during the semester and full-time staff of West Valley and Mission colleges and the District are automatically in. If you fall outside these categories we HIGHLY recommend that you Opt In ASAP!

Five steps and you're IN!

1. Go to www.wvm.edu and click on the orange WVM Alert button on the top right.

2. Click “Other Affiliates”. Follow the prompts until you get to the log in page. Then Click “Register” on the right side of the screen. Fill in your contact information on the Registration mask.

3. Once you have created your account, you will receive verification information to your cell phone and email. You'll be sent a PIN number that needs to be entered on the registration mask. **Text messages are the fastest** way to send out campus emergency messages so please enter a cell phone number.

4. **Next step is not obvious.** You must **ADD YOURSELF TO A GROUP** under the *GROUPS* tab at the top of your user Account page. (see pictures on the next page) The groups are the places where you spend your time. It's how WVM-Alert knows where you are and knows to notify you. Choices are West Valley College, Mission College or you may pick both.

Pick the "Actions" button next to the college you want to select. (It looks like a magnifying glass). On the next page scroll down to the ACTIONS section and click

“Join”. If you do not add yourself to a group, you will not receive messages! Repeat this process if you want to join two colleges.

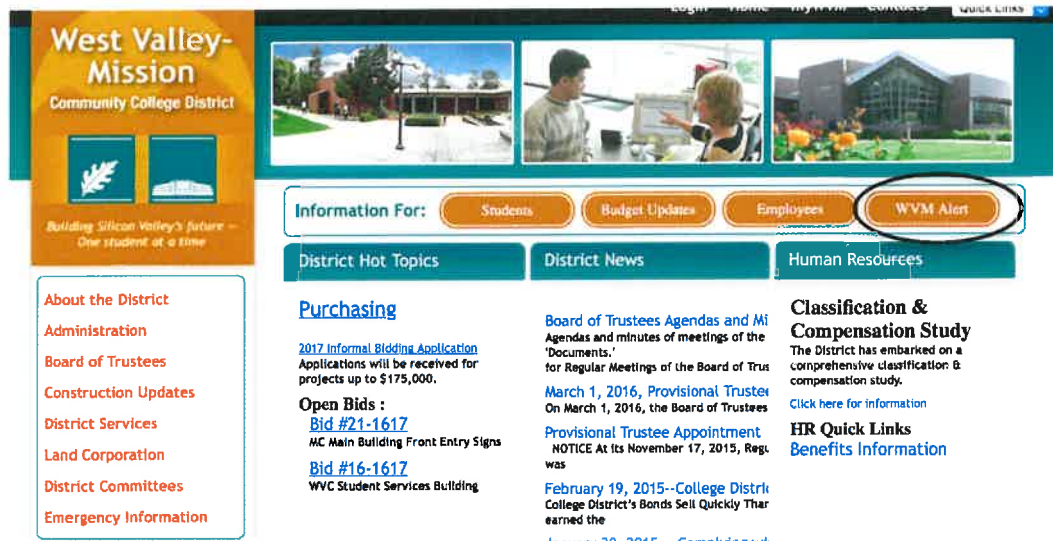
5. Finally, create a contact on your cell phone called “WVM Alert” 408-855-5444 on your smart phone. All WVM Alerts will come from this number.

Other Affiliates may delete their accounts at any time.

Log in to WVM Alert at https://secure-www.wvm.edu/rss/rave_login.html or go to the District Website www.wvm.edu and click on WVM Alert button. Follow the prompts to delete your account or remove text or voice.

Frequently Asked Questions (FAQ) and additional instructions are on the WVM Alert website and the District website www.wvm.edu under WVM Alert FAQs. You may also email wvm.alert@wvm.edu or call the District Emergency Coordinator 408-741-2676.

Please! Review the Emergency Guidelines at www.wvm.edu/emergency so that you know what to do when you receive an emergency message.



WVM ALERT

West Valley Mission District

Welcome

Students/Staff/Faculty

Other Affiliates

F.A.Q.

Welcome

On July 1, 2015, RAVE Mobile Safety was contracted by the District as the notification platform to support campus emergency messages. To get started, please click the appropriate link below.

Students/Staff/Faculty

Other Affiliates

Follow the prompts on the registration page, then add yourself to Groups explained below.

Add yourself to a Group.

This screenshot shows the 'Official Groups' section of a user interface. At the top, there are navigation links: 'My Account', 'Groups' (circled in green), 'My Groups', 'Find Groups', 'Create a Group', and 'Advanced Polling'. Below this is a table with columns 'Type', 'Group', and 'Action'. Two rows are visible: 'Mission Campus OPT-IN' and 'West Valley Campus OPT-IN'. Each row has a magnifying glass icon in the 'Action' column, which are circled in green. A green callout bubble on the left says 'Leave this one alone' pointing to the 'WVMCCD Broadcast Alerts' group in the 'My Groups' section below. Another green callout bubble on the right says '1. Pick one, repeat process if you want to pick both.' pointing to the magnifying glass icons.

Type	Group	Action
Group	Mission Campus OPT-IN	
Group	West Valley Campus OPT-IN	

My Groups

Role	Group	Alert by Text	Alert by Email	Actions
	WVMCCD Broadcast Alerts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

This screenshot shows the details for the 'Mission Campus OPT-IN' group. At the top, there are navigation links: 'My Account', 'Groups' (circled in green), 'My Groups', 'Find Groups', 'Create a Group', and 'Advanced Polling'. The page is divided into three sections: 'Mission Campus OPT-IN', 'Description', and 'Permissions'. The 'Description' section contains the text: 'Mission Campus OPT-IN - join this group to receive Mission Campus alerts. To join, click the group name and then click "Join."'. Below this, there are fields for 'Official: Yes', 'Keyword: Mission', 'Alert by Text: No', and 'Alert by Email: No'. The 'Permissions' section says 'You are not a member of this Group.'. At the bottom, there is an 'Actions' section with a 'Group status: Join' button, which is circled in green. A green callout bubble on the right says '2. Click on "Join"' pointing to the button.

Mission Campus OPT-IN

Description

Mission Campus OPT-IN - join this group to receive Mission Campus alerts. To join, click the group name and then click "Join."

Official: Yes
Keyword: Mission
Alert by Text: No
Alert by Email: No

Permissions

You are not a member of this Group.

Actions

Group status: Join

3. Confirm that your groups appear under “MY GROUPS”

My Account Groups

My Groups Find Groups Create a Group Advanced Polling

Official Groups

Type	Group	Action
Group	Mission C... OPT-IN	

My

Type	Group	Alert by Text	Alert by Email	Actions
Resou	VVMCCD Broadcast Alerts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Group	Member West Valley Campus OPT-IN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Leave this one alone

NOT JOINED

JOINED if listed under "MY GROUPS"

What can I expect when I receive a WVM Alert call?

The system will attempt to contact you two times on each device you have listed. There is no need to acknowledge the message, just read or listen. If you are driving and you receive a message, pull over and check the message before entering campus.

WVM Alert is not the only way we notify you of emergencies.

- If you hear the fire alarm – evacuate the building
- If you hear instructions via the public address system – follow the instructions given. *The PA system may not be available in every campus building at this time.*
- If a classroom phone rings – answer it and follow instructions
- If you are asked to take action by a Campus Emergency Response Team member wearing a reflective vest – follow their directions
- If you see instructions on the campus electronic signs or website – take appropriate action
- If you see information on Social Media (Campus Facebook and Twitter) be sure it is an **Official message** from campus police, campus president, etc.

NOTE: On July 1, 2015, RAVE Mobile Safety was contracted by the District as the notification platform to support campus emergency messages. RAVE does not charge subscribers to send or receive SMS messages. Standard or other messaging charges apply depending upon your wireless carrier plan and subscription details. Once registered, you can opt out of SMS messages at any time by texting STOP to 226787, 67283, 78015, or 81437 and 22911.