

Dear Faculty and Staff,

The Campus Safety and University Operations Division will conduct a test of the ND Alert emergency notification system on **Tuesday, Sept. 24, at 10:50 a.m.** During the test, notification messages will be sent using:

- Text and voice notifications to registered faculty and staff mobile telephones
- Electronic mail to nd.edu addresses
- Activation of the campus public address system
- Activation of speakers on Cisco IP telephones (no calls will be made to office desk phones)

Prior to the test, please verify your emergency contact information and make any necessary updates using the "View and Update Emergency Contact(s)" task at inside.nd.edu. For assistance accessing inside.nd.edu contact the OIT Help Desk at (574) 631-8111.

In order to assess the public address system's coverage, both in buildings and outdoor areas, we ask your assistance in monitoring the public address alert. If you cannot hear the public address or Cisco IP telephone alert or do not receive a text or voicemail to your registered phone, please let us know by using the following link ntrda.me/ndalert-issues or by contacting Campus Safety at (574) 631-9007 or safety@nd.edu by **Friday, Sept. 27, 2019.**

The University has implemented ND Alert, a comprehensive mass notification system, to communicate with campus constituents during an incident. It is through this system that we will be able to notify constituents in the event of an emergency. A complete description of the University's emergency response procedures is available by accessing the University's emergency website at emergency.nd.edu.

The University tests the ND Alert system at least once each semester. If you have any questions about this test, please contact us via e-mail at safety@nd.edu.

Our nation has experienced a number of active violence incidents over the past few months, and the University has received inquiries about whether the University is prepared and trains for these types of incidents. Please know that the Notre Dame Police Department and Notre Dame Fire Department train frequently for active violence situations, often with local police and fire partner agencies. University administrators also plan and train for large scale emergency situations.

University departments and work teams interested in meeting with NDPD about emergency planning and what individuals can do in the case of an active violence situations may contact Cpt. Robert Martinez at rmarti16@nd.edu. NDPD and the Senior Director of Emergency Management will focus on active violence preparedness in 2019-20. We will systematically roll out to the entire University training on how to respond to and plan for all types of emergencies. Online training can be found at <https://police.nd.edu/crime-prevention-and-safety/shooter-hostage-situations/>

In order to prevent violence from occurring on campus, it is critical that everyone participates in prevention efforts. In virtually all cases of violence, people had concerns about the perpetrator before the act of violence but did not report them to authorities before the attack. If you see something, say something. Please share concerning or threatening behaviors, including statements, with one of the contacts listed below.

- Notre Dame Police Department
 - Phone: (574) 631-5555 - available 24 hours every day
 - Email: reportthreats@nd.edu
- Office of Student Affairs - (574) 631-5500
- Human Resources - (574) 631-5900
- Anonymous Reporting
 - Phone: (800) 688-9918
 - <http://hr.nd.edu/integrityline>

Trained professionals will evaluate threats and take the appropriate steps to promote campus safety. Information will be kept private to the extent possible.

Thank you for all you do to ensure that Our Lady's University remains a safe place for all of our students, faculty, staff, visitors, and guests.

Yours in Notre Dame,

Mike Seamon
Vice President, Campus Safety & University Operations

Keri Kei Shibata
Chief of Police and Executive Director of Emergency Management