

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

App Icon:



Step 1 - Tap Login	Step 2 - Enable Single Sign-On	Step 3 - Enter Code: caltech5000
Step 4 - Enter Caltech Username and Password	Step 5 - Share Your Location	Step 6 - Allow Notifications Note: not all phones will ask for this confirmation
		<div style="border: 1px solid black; padding: 10px;"> <p><b>Allow "Everbridge" to access your location even when you are not using the app?</b></p> <p>Your location will only be used for safety purposes.</p> <p style="text-align: center;"> <span style="border: 1px solid black; padding: 5px 15px;">Don't Allow</span> <span style="border: 1px solid black; padding: 5px 15px; margin-left: 20px;">Allow</span> </p> </div>

## EMERGENCY COMMUNICATIONS AT CALTECH

During an emergency, official information will be posted at [www.Caltech.edu](http://www.Caltech.edu)

Recorded information lines will also be activated during or following an emergency:  
1 888 427 7465 or 1 888 427 7512

### 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](http://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 entries: 'Work Phone' and 'Mobile Phone'. Each entry has a text input field, a 'More Info' link to its right, and checkboxes for 'This is an international number' and 'Delete this phone number'. There are also radio buttons for 'Who should see my work phone numbers?' with options 'Caltech Only' and 'Everyone'. A 'Top' link is located above the 'More Info' links. At the bottom of the section, there is an 'Add a New Phone' button.

### Register for Caltech Alerts

1. Go to [access.caltech](http://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](http://www.emergencypreparedness.caltech.edu)