

## Emergency Communication Service

Concordia University enlists Undergraduate and Graduate on campus students into an emergency communication service. This service will be provided through cellular telephones, using both text and/or voice messaging. It is the responsibility of the individual person to provide their cellular phone number initially and to keep it up to date.

The emergency communication service will only be used to notify students about the following types of urgent situations:

- Health risk
- Safety risk
- Closure of facility
- Cancellation or rescheduling of a course

The cellular phone numbers provided for this emergency communication service will not be (a) published in any directory, (b) will not be disclosed to anyone outside the university, and (c) will not be used for routine university communication with the individual.

Individuals can provide their cellular phone numbers for the emergency communication service through the online CONCORDIA *Connect* portal.

- 1) Click on <https://www.cuchicago.edu/emergency-info-update>
- 2) Click on **current** (highlighted in red) next to your address
- 3) Scroll to the bottom section – Phone Type
- 4) Add a new phone number with the phone type CELL PHONE
- 5) Select submit

**NOTE:** Only one cellular phone number can be utilized for the Emergency Communication Service.

Additionally, if individuals wish to remove their cellular number from the university emergency communication service, although we highly recommend against this, you can follow the steps below.

- 1) Click on <https://www.cuchicago.edu/emergency-info-update>
- 2) Click on **current** (highlighted in red) next to your address
- 3) Scroll to the bottom section – Phone Type
- 4) where it says the phone type EMERGENCY COMMUNICATION SERVICE select Delete
- 5) select Submit