



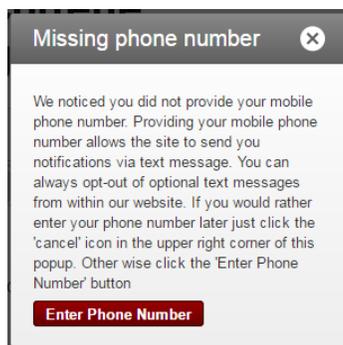
# Olin College of Engineering

## Olin Emergency Alert System (Olin EAS)

### 1. How do I log in to Olin EAS to register?

Access the system by clicking on the following link: [Olin EAS Self-Registration Portal](#).

- a. Click the “Register” button on the right side of screen
- b. Enter your name, Olin email address (Registration Email field), password and mobile phone  
✓ You MUST use your Olin email in the registration email field
- c. Read and accept the Rave Terms of Use.
- d. Click Proceed to Next Step Button.  
✓ Note: If you do not have a current mobile phone number, and leave this field blank, you will receive the following message. Choose the X to continue without a phone number. A mobile phone number is NOT a requirement.



- e. Confirm that Rave has correctly determined your mobile carrier
- f. Click the “Proceed to Next Step” button
- g. You will see the email confirmation sent message
- h. You will receive an email from Rave with a link to confirm your registration information. Click on the link to confirm your information
- i. If you provided a mobile phone number, you will also receive a text message on your mobile phone, containing the confirmation code to be entered
- j. Enter the confirmation code from the text message and click the continue button
- k. When your mobile phone has been confirmed, you will see your My Account information in your browser. You have the option to update or add additional information on this page.  
✓ Note: If you did not enter a mobile phone number during registration, the below message will be displayed when choosing the link from the email. There is NO requirement to enter a mobile phone number.

To take full advantage of this service, you must add at least one Mobile Contact.

Register Phone



## **2. I've forgotten my password, how do I re-set it?**

Go to the Rave web site [EAS Log In Page](#) and choose the "forgot password link" on the front page and follow the prompts

## **3. I lost, deleted or can't find my confirmation email? How do I verify my email address to complete the registration process?**

If you no longer have your confirmation email, you need to go back to the log in page and recreate your account. No information is saved for accounts that have been left unconfirmed.

If you confirm your account through the email link, but did not enter the code you received to confirm your cell phone number, you can log into your EAS account and request another text confirmation code for your cell number.

## **4. How does Olin EAS work?**

When the Public Safety Department (PSD) determines that there is an active emergency in which the public safety of most of the campus may be at risk, PSD will initiate an urgent notification through Olin EAS. In order to receive these urgent notification alert messages, faculty, staff and students may register up to ten communication devices, such as email addresses, text message devices, cell phones or desk phones. Registration is through the [Olin EAS Self-Registration Portal](#).

## **5. When will Olin EAS be used?**

This system will be used only in the instance of a campus-wide emergency, such as when a major destructive storm is predicted to strike the campus, or when a chemical spill impacts a large portion of campus, or if a person presenting an active threat to the safety of the community is on campus. Please note that these are just a few examples of potential scenarios that may instigate a campus-wide emergency alert.

## **7. What kinds of messages will NOT be broadcast via Olin EAS?**

The system will NOT be used to send messages regarding inclement weather (e.g. snowstorms), miscellaneous events, nor will it be used to inform about minor incidents that impact only a few people. The system will be used only to notify of major events that impact the majority or all of the campus.

## **8. Will the college test Olin EAS and will we get advanced notice?**

Olin plans to test the system on a regular basis (once per semester). Advanced notice of exact dates and times for the tests will not be provided. If the message is a test of the system, it will be delivered with the subject line: (e.g. "TEST: Olin EAS Alert., or FIRE DRILL" Any message that does



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not include the word “TEST” or “FIRE DRILL” should be considered an emergency message.

## **9. Once an alert has been sent, will we receive a second “all clear” message?**

Any situation other than a “Test” of the system will end with an “all clear” message

## **10. What should I do when I get an alert?**

The alert message should tell you what if any actions you should take for the situation occurring at that time. It will also inform you that updates will be provided as information becomes available.

Unless you have a personal health/safety emergency which requires immediate assistance, or you have additional information pertinent to the alert incident, we ask that you please do not call X5555 (Public Safety Department). Requests for updates about the alert situation should be directed to Public Safety’s Recorded Information Line at 781-239-4636. Public Safety personnel will be very busy working the issue which caused the alert, and non-emergency calls may impede their progress. Updates will be sent as needed.

## **11. How will I know the alert is legitimate?**

The alerts will indicate they are an Emergency Alert. The Caller ID for the incoming alert calls will be:

- Public Safety Department: 781-239-5555
- Public Safety Recorded Information Line: 781-239-4636

## **12. What devices/numbers should I register?**

**Olin Students:** You MUST register your Olin email address. You may also add alternate email addresses, and phone numbers. You should register the telephone numbers that most frequently reach you, such as a mobile or cell phone number, and any alternate phone numbers. Please do not list your parent’s phone numbers or any other phone numbers other than your own.

**Cross-Registered Students:** Babson students are registered for the EAS system on their own campus and are not required to register at Olin. Wellesley students MUST register with your Olin email address. You may also add alternate email addresses, and phone numbers. Please do not list your parent’s phone numbers or any other phone numbers other than your own.

**Staff and Faculty:** You MUST register your Olin email address. You may also add alternate email addresses, and phone numbers. Please include your own personal number

## **13. Is my contact information confidential? Will my contact information be shared with anyone?**

The contact data that you enter will be provided to the third-party vendor which owns the system that the Olin College has employed for the purpose of making the urgent notifications. No identifying information (such as your name, etc.) will be provided to the third-party vendor. The third-party vendor



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has agreed that they have no right to use your contact information for any purpose other than notifying you via the Alert system.

## **14. Will I receive marketing text messages?**

No. The only type of message you will ever receive from Olin EAS should be either a test or actual emergency alert.

## **15. If I leave Olin, graduate or am no longer employed at Olin will I still receive these notifications?**

No. Once you are no longer employed by, a student of, or live at Olin, your Olin EAS login account will be deleted and any existing contact information will be purged.

## **16. Who won't be able to register?**

The Emergency Alert system is intended for current faculty, staff and students, including employees of Olin College. In order to ensure timely delivery of information to people currently living, working and attending classes on campus, alumni, parents, visitors and people not affiliated with the College will not have access to register at this time.

## **17. I have additional questions/comments that have not been captured in your list. Who should I contact regarding them?**

If you have additional questions or comments, please send them to [olin.eas@olin.edu](mailto:olin.eas@olin.edu).