

- The goal of the mass communication system is to provide timely – although, unlikely immediate – information to employees during an emergency situation occurring on or affecting the Capitol Mall or Tucson State Complex.
- Two classifications of mass communication messages:
  - Alerts – emergency situations involving ongoing, life threatening events such as an active shooter, fire, workplace violence, or hazardous materials incident. It would also involve any other situation that impacts the immediate health and safety of State employees.
  - Advisories – ongoing situations that do not rise to the level of an emergency; including building facility issues, unusual traffic, or major weather changes.
- Messages will be delivered via:
  - SMS Text Message (23177 and 63079)
  - Email – DPS Mass Communication
  - Voice Messaging – 602.542.9111
  - Work Phone •Alternate Phones (cell phone, home phone, etc.)
- In order to facilitate implementation, please update your personal and work contact information within Y.E.S. by completing the following steps:
  - Log into your Y.E.S. account.
  - On the left side of the screen, under the “Your Employee Services” menu, select the new “Mass Communication” tab.
  - Review and verify your work location and contact information. Should you find any inaccuracies, please advise our agency Human Resources Department representative
- Although this choice is optional, you are highly encouraged to provide your personal email, home phone, and cell phone numbers and opt-in to receive alerts and advisories via these devices. In the event that you are not at your office or work station, this will allow you to receive notifications during an emergency or critical situation.