



Campus Emergency Alert Training

Frequently Asked Questions

Why are students, faculty and staff required to complete Campus Emergency Alert Training?

The University of Missouri System is committed to providing students, faculty, staff and visitors a safe environment in which to work, learn and more. Each of the system's four universities has a number of safety programs designed to protect and to empower its community. One of the best is the emergency alert system that is used to notify the campus community when there is an emergency, including criminal threats and natural disasters.

Campus Emergency Alert Training is designed to help you better understand the emergency alert system and how to respond to emergency alert messages. Upon completion of this course, you should be able to:

- Understand how to interpret campus emergency alerts
- Understand how to respond to emergency alert messages

What groups are required to complete the Campus Emergency Alert Training?

Campus Emergency Alert Training should be completed by:

- Benefit eligible and non-benefit eligible faculty and staff
- Full-time and part-time students
- Student workers
- Courtesy and other non-paid appointments
- Students who attend a UM System university (University of Missouri-Columbia, University of Missouri-Kansas City, Missouri University of Science and Technology and University of Missouri-St. Louis)

I have multiple jobs/appointments with the University. Do I need to complete training for each?

No, you should complete the training once during the reporting period. Your training completion data is filed with your employee record and available to all organizational units in which you work.

Am I required to complete Campus Emergency Alert Training if I am on leave?

Employees on a leave of absence, whether paid or unpaid, are not required to complete the training while on leave. However, if the due date for the compliance training occurred during the leave of absence, you must complete the training within 31 days of returning to work.

How often do I have to complete Campus Emergency Alert Training?

All faculty, staff and students are required to complete Campus Emergency Alert Training once every year. The annual training period typically takes place in the fall. New faculty, staff and student workers must complete the training within 31 days of their hire date. MU Health Care employees have the fiscal year to complete all mandatory training requirements.

Do I have to complete the training when I start work, if I worked for the University in the past?

All faculty, staff and student workers, even those who worked for the University in the past, are required to complete training within 31 days of their hire date unless the training was completed during the last reporting period.

How long does it take to complete the Campus Emergency Alert training?

It takes approximately 30 minutes to complete Campus Emergency Alert training.



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What if I don't complete Campus Emergency Alert training?

Successful completion of the Campus Emergency Alert training helps keep you and those around you safe. Consequences for non-compliance will be determined by your university, MU Health Care or the UM System.

I am a supervisor. What if employees in my unit do not complete their training?

Supervisors are responsible for communicating the University's expectation for training and providing time and access to fulfill training requirements. Supervisors should enforce compliance within the unit for which they are responsible.

I don't have access to a computer. What do you recommend?

Contact the [HR Service Center](#), your supervisor, your Human Resources office and/or your Equal Employment Opportunity office to identify available computers. Depending on your area, you may be asked to complete the training in a computer lab, the library or another location with shared computers.

What if I have technical problems with the Campus Emergency Alert training?

If you have issues accessing this training, please contact your IT helpdesk for assistance. If you have issues with the course itself, please contact the HR Service Center at 800-488-5288, toll-free 855-524-0002 or via email at umpshrsupport@umsystem.edu.

If you have issues with the course itself, please contact Skillssoft Technical Support at 866-754-5435 to identify what desktop setting is preventing the course to function properly.

When is the training available for new faculty, staff and student workers?

Once a new faculty or staff member or student worker's data has been entered into PeopleSoft, that person will have access to training the day after the appointment effective date in PeopleSoft.

What if I need accommodations to complete the training?

myLearn has a web accessibility accommodations option. If further accommodations are necessary to complete the training (i.e. limited access to computer), contact your supervisor, [ADA Coordinator](#) or campus Human Resource office to make the necessary arrangements.

For the HR Service Center

(Parent) My child's campus doesn't allow parents to sign up for emergency alerts. Why?

Each of the UM System's four universities has a number of safety programs designed to protect and empower its community. However, each campus has established programs and procedures designed to meet the unique needs of their location and student population, so programs may vary between universities.

We are constantly striving to establish safer, more secure learning and working environments for our community through focused attention to safety programming. Our universities will continue to collaborate and establish even more robust procedures that help keep our students, faculty and staff safe while helping their families and friends stay up-to-date on the security of the campus.

Why do each of the campuses have different emergency alert systems?

Each of the UM System's four universities has a number of safety programs designed to protect and empower its community. However, each campus has established programs and procedures designed to meet the unique needs of their location and student population, so programs may vary between universities.



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Why am I required to take Campus Emergency Alert Training?

The University of Missouri System is committed to providing students, faculty, staff and visitors a safe environment in which to work, learn and more. Each campus emergency alert system notifies the campus community when there is an emergency, including criminal threats and natural disasters. When our university community collectively understands the campus emergency alert system, and knows how to respond in certain situations, it helps us all remain safer and more secure—even in emergency situations.

What happens if I don't complete Campus Emergency Alert Training?

Successful completion of the Campus Emergency Alert training helps keep you and those around you safe. Consequences for non-compliance will be determined by your university, MU Health Care or the UM System.

Recommendations made in the Campus Emergency Alert Training don't align with XX training that I've heard before. Why?

The UM System's four universities have established programs and procedures designed to meet the unique needs of their location and student population. University police chiefs and system training experts coordinated to offer recommendations made in the Campus Emergency Alert Training align with the infrastructure of our campuses and the latest best practices.