Dear A&M System Training Coordinators:

As we discussed at our April 24th meeting, a new course has been added to TrainTraq: *Required Emergency Alert System Notification* (course no. 2111669). This course has been created primarily to facilitate compliance with the emergency notification requirements of a new state law (Texas Education Code §51.218) by the spring semester 2012. The course is very short (two pages). It notifies employees about the law and provides them the opportunity to access their emergency alert system(s) and provide/update their emergency contact information, if desired. The attached document includes screenshots illustrating how the notification process will look from the employee's perspective. The information on the second page of the course (Figure 4 in the attachment) will vary depending on the employee's System member affiliation.

Please note that not all members of the Texas A&M System will be using the TrainTraq course, because of the dispersed nature of their workforce and the emergency notification solution they are using. Some have deployed their own in-house solution to meet the requirements of the law. Your Chief Information Officer can tell you if your agency/university plans to use the TrainTraq solution or not.

For those members who plan to use the TrainTraq solution, here is how the process will work:
- Starting shortly after May 1, TrainTraq will automatically assign the Emergency Notification training to all <u>new</u> faculty and staff employees.
- Starting in early September, <u>all</u> faculty and staff employees (except new employees hired in August) will be assigned the course annually to meet the annual notification requirements.
- For TAMU-Corpus Christi only, TrainTraq will assign to <u>all</u> faculty and staff employees starting shortly after May 1, as part of their emergency preparations for the hurricane season. New faculty and staff employees will be assigned the training as they are hired.

Employees will be sent an e-mail notification at the time they are assigned the course and a single reminder 30 days later. After that point, no other e-mails will be sent, but for employees who don't complete the course, the assignment will continue to appear on their Assignments list in TrainTraq. <u>You do not need to follow up on overdue assignments.</u> TrainTraq is simply being leveraged for its notification capabilities.

If you have questions about this course or the assignment process, please let me know. If you have

questions about the emergency alert system(s) available to employees and students at your university or agency, please contact your Chief Information Officer.

Thanks,

Pat

Patricia Yee Hsieh | Training Support Manager
HR Employee & Organizational Development | Texas A&M University

1401 TAMU | College Station, TX 77843
Tel. 979.845.0077 | Fax 979.845.4188
phsieh@tamu.edu

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Sample screens to illustrate Required Emergency Alert System Notification process

Figure 1. TrainTraq Employee Home page showing *Required Emergency Alert System Notification* assignment.

Figure 2. Course Details page with course information and Start Course button.

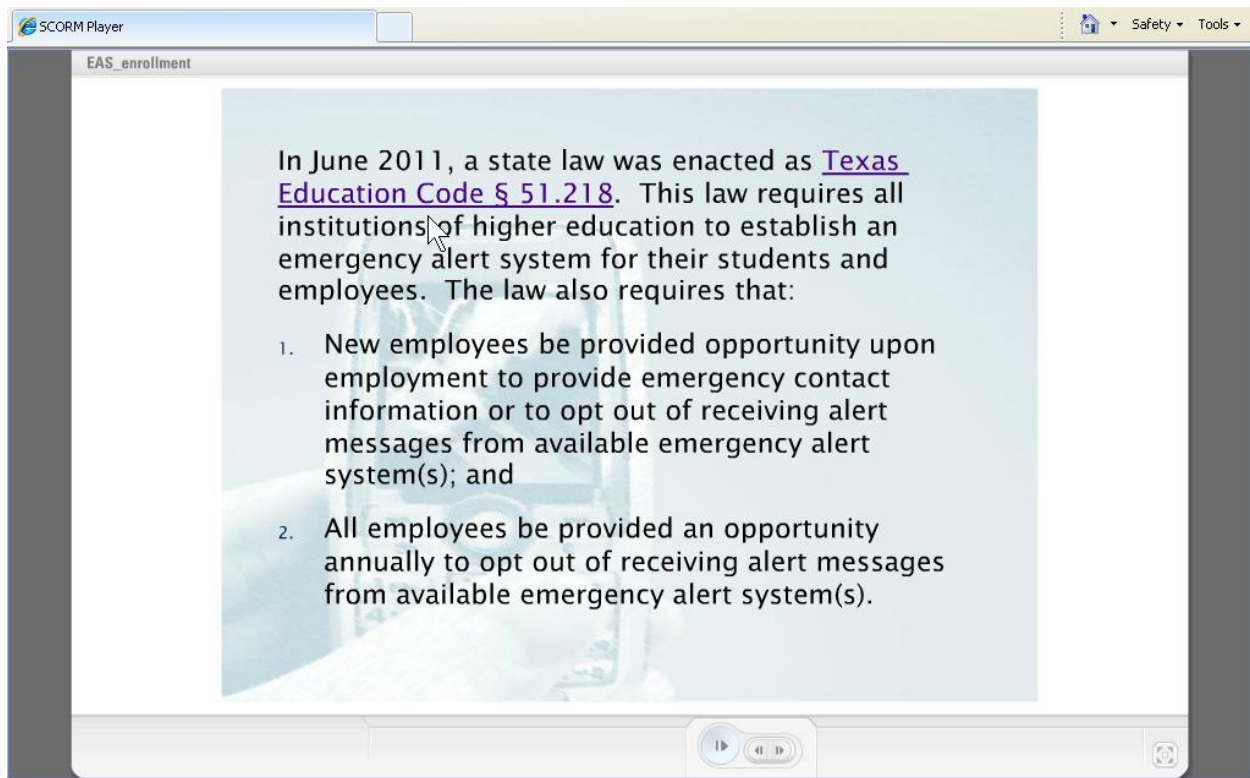Last updated: April 30, 2012

Figure 3. First page of *Required Emergency Alert System Notification* course.
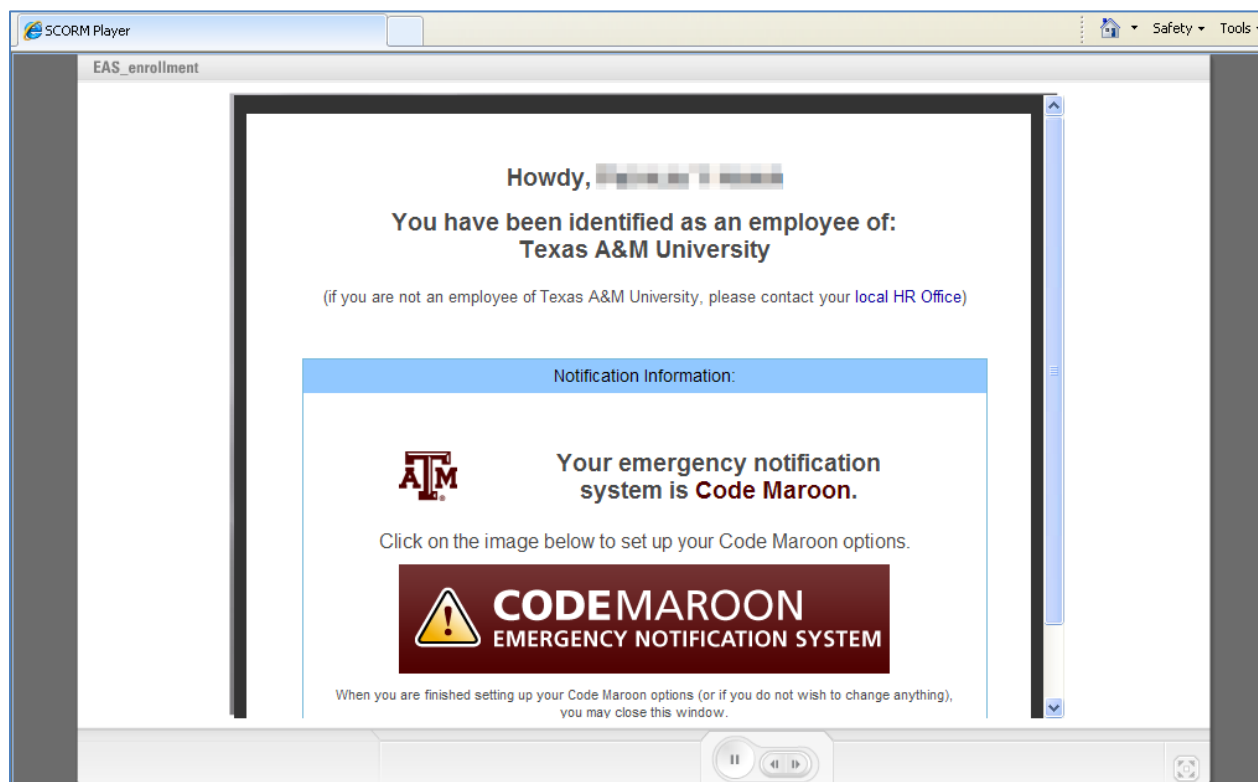

Figure 4. Second page of *Required Emergency Alert System Notification* course (Note: Contents of this page will vary based on the employee's System member affiliation; this example is for a Texas A&M University employee).