

From: Carol Shelby, Senior Director  
Re: New Alertus Box Installation Approval Process  
Date: January 2017

Recent additions to the Purdue Alert notification system, such as desktop popup alerts, a Twitter feed, and digital signage have greatly expanded communication of emergency alert information. That said, I recognize that specific layers of the Purdue Alert may be more desirable in certain locations. If you determine that an Alertus box would better suit the needs of your department, following is the process to request approval for a new installation.

Please compile this information and send it to [ehps@purdue.edu](mailto:ehps@purdue.edu) for review. You will receive an email or phone call within 10 work days – either requesting additional information or with the approval or denial.

The following are criteria will be considered (in order of importance)

1. Room capacity (typically >100)
2. Building, room number and location
3. Reason for request (will this fill an unmet need for emergency communication to this space?)
4. Room restrictions (is this room restricted from other technology?)
5. Room use frequency
6. Any other information that will assist in decision making

Once a decision on the request has been made, I will send an email to the requesting department, which they can attach to their request for services from Physical Facilities Electronics shop for purchase and installation of the unit.

Once installed, the maintenance costs will be borne by the department. My office will inspect the unit annually, or as needed.