**What is SLAC911?**

SLAC911 is an alert system that rapidly alerts all Stanford or SLAC faculty, staff and student in the case of a developing emergency situation. All SLAC office phone numbers and email addresses are automatically included in the database.

The instructions below outline how you can add your personal phone number or email address to enable receipt of these alerts if you are out of the office.

**SLAC911 Registration**

1. Go to your own entry in the SLAC Directory and click “edit”
2. Select the “Type” you want to receive your alerts to (email, phone, etc)
3. Select “SLAC911” from the “View” dropdown
4. Enter up to 2 phone numbers and 1 email address that you want to receive alerts to
5. [Repeat Steps 2-4 for each number or email address]
6. When you’re ready, click “Submit” – you’ll receive an email confirmation

**Note:**
If you want any of those numbers or emails to also appear in the SLAC Directory, then you will need to add them again as separate lines and choose “SLAC” at Step 3. Items listed only as SLAC911 will not appear in the SLAC Directory.

**Further information**

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