

Policy Summary

All College of Business faculty and staff are enrolled in a Blackboard “class” site that will serve as the emergency contact site for the College of Business faculty and staff in case of evacuation. Updates will be posted immediately to the Blackboard site in the event of an evacuation, depending on the technology access available to the administrators.

Emergency Email

To use email through Blackboard, click on “Communication” then click on “Send Email”. You can then choose to send email to all users (which is the College of Business faculty and staff) or you can send to specific people by clicking on Select Users. This is not a university-wide email system. It is only setup for the College of Business faculty and staff.

Off-Site College Email Access

To log on to your College of Business email account, go to www.business.loyno.edu/exchange. Then log on with your username (like you do in Miller Hall) and password. If you have problems please email Amy at keelernola@yahoo.com or Vince at vince@magellantech.com.

Evacuation Check-In Procedure

In the event of a mandatory evacuation for an extended time please do the following three things:

1. Click on “External Links” menu and complete the University Emergency Sign-in Form.
2. Click on “Discussion Board” for the College of Business faculty and staff communicate. Please give us your current whereabouts and any changes in your emergency contact information. (In “Discussion Board” click on “Update Emergency Contact Info” and then click on the “Create Thread” button in the upper left.)
3. Click on “External Links” and review the University Emergency Plan.