VALISE DE GARDE
EMPLOYEE - FILE UPDATE

INRS
UNIVERSITÉ DE RECHERCHE

Eau Terre Environnement

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UNIVERSITÉ DE RECHERCHE

VALISE DE GARDE

Bien vouloir valider vos coordonnées ci-dessous.

Même si aucune modification ne s'avère nécessaire, prière de confirmer votre vérification en cliquant sur le bouton « Envoyer » au bas de la page.

INFORMATIONS DE VOTRE FICHE DANS LA VALISE DE GARDE

M. / Mme : Mme

Nom : Bélanger

Prénom : Céline

Sous-groupe(s) ETE :
- ☑ ETE - Employés (ETE-ADM-UCS)
- ☐ ETE - Étudiants
- ☐ ETE - Locataires
- ☑ ETE - Centre-ville
- ☐ ETE - LISTE
- ☐ ETE - LHE
- ☐ ETE - CCMU
- ☑ ETE - Secouristes
- ☐ ETE - Équipe évacuation

Tél. résidence : ___ - ___ - ___

Priorité d'appel : Choisir ⌄ ⓘ

Tél. résidence secondaire : ___ - ___ - ___

Priorité d'appel : Choisir ⌄ ⓘ

Tél. bureau : 418 - 654 - 2144 # ___

Priorité d'appel : 1 ⌄ ⓘ

Cellulaire : 581 - 985 - 4872

Priorité d'appel : 2 ⌄ ⓘ

Téléavertisseur alphanumérique : ___

Priorité d'appel : Choisir ⌄ ⓘ

Téléavertisseur numérique : ___ - ___ - ___

Priorité d'appel : Choisir ⌄ ⓘ

Courriel : celine.belanger@ete.inrs.ca

Note : test

Commentaires à l'intention du responsable du bottin : test test

Veuillez prendre note que ces données sont traitées avec rigueur et discrétion et ne sont rendues accessibles qu'aux personnes dûment autorisées.

Envoyer

IMPORTANT NOTICE

<mark>The link to access your form will only work once. You need to fully update your form and click the button</mark>

Envoyer

The group notification system is a tool that will enable the emergency team to send alert messages via the following applications:

- SMS   If you have a cell phone number registered
- Email   If you have an email address registered
- Phone Call   If you have a phone number registered
- Message on computer screen   If the Alertus application is installed on your computer
                              (Next development phase)

The registration of phone numbers and email address is highly recommended but not mandatory. This information will not be transferred to the Human Resources Department; it is used for the sole purpose of notifications from the Valise de garde software in case of an emergency.

M. / Mme (Mr./ Mrs.)

This field must contain M.(for Mr.)or Mme (for Mrs.).

Nom et Prénom (Last name and first name)

These fields cannot be edited. If there is an error, you must:

1. Contact the Human Resources Department to ask them to correct the error.
2. Write a note in the box " Commentaires à l'intention du responsable du bottin" at the bottom of the form.

Sous-groupe(s) ETE (ETE Subgroups)

These checkboxes are used to send alerts to the right groups. You must check the first box ''ETE-Employés (ETE-ADM-UCS)''.

Each building has its own alert service. You must check the building(s) in which you usually work.
For downtown, check the box ''ETE-Centre-Ville''.
For the main building in the technology park, check the box ''ETE-LISTE''.
For the hydraulic flume building, check the box ''ETE-LHE''.
You can check 2-3 boxes if you work in more than one place.
If you want to receive a notice if something happens in any of these 3 buildings, check the 3 boxes ''Centre-Ville, LISTE, and LHE.
Note that if no building is checked, you will not receive any alerts.

Phone numbers
- You can enter phone numbers that will enable the group notification system to reach you.
- You can enter up to 6 phone numbers :
  - Téléphone résidence (Home phone)
  - Téléphone résidence secondaire (Secondary home phone)
  - Téléphone bureau (Office phone)
  - Téléphone cellulaire (Cell phone)
  - Téléavertisseur alphanumérique (Alphanumeric Pager)
  - Téléavertisseur numérique (Numéric Pager)

    Although this is not recommended, you may choose to omit to register a phone number or an email but in this case, the system will not be able to reach you in case of an emergency.

- **PRIORITÉ D'APPEL (Call priority).** This field is used to determine the order in which you want the group notification system to call the phone numbers you have registered. For example, if '' **Cell**' is priority **2-** and''**Téléphone bureau''** is priority **1-,** the first call will be made to your office phone, and only if there is no answer, the system will call your cell phone**. If a phone number has no priority, no call will be made to that number.**
- For SMS, a cell phone number is required.
- If your Office number, is not a direct line, you must provide an extension number.
- NOTICE: If 5 persons share one extension and all of them have registered that extension number, 5 calls will be made to the same extension…

Courriel (Email)

An email is also sent by the group notification system. If you wish to receive alert messages via email, you must enter a valid email address.

Note - Commentaire à l'intention du responsable du bottin
(Note – Comment to the person in charge of the directory)

If you wish to leave a comment, ask a question, etc., to the person in charge of the directory, you can write it in this box.

Envoyer (Send)

The system is programmed to send reminders if the forms has not been updated. To avoid receiving these reminders, you must click the button ''ENVOYER'' even if no information has been changed or added.

Need help?

If you need help to fill the form or if you have any questions, you may contact **Céline Bélanger** at **418-654-3807** or by email at **celine.belanger@ete.inrs.ca.**