

**VALISE DE GARDE  
STUDENT - FILE UPDATE**



**INRS – Institut Armand-Frappier**

**2016/06/27**



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 :	<input type="text" value="M."/>
Nom :	Laforest
Prénom :	Yves
Sous-groupes IAF :	<input type="checkbox"/> IAF - Employés <input checked="" type="checkbox"/> IAF - Étudiants <input type="checkbox"/> IAF - Locataires <input type="checkbox"/> Édifice 01 <input type="checkbox"/> Édifice 10 <input type="checkbox"/> Édifice 11 <input type="checkbox"/> Édifice 12 <input type="checkbox"/> Édifice 14 <input type="checkbox"/> Édifice 15 <input type="checkbox"/> Édifice 17 <input type="checkbox"/> Édifice 18 <input type="checkbox"/> Édifice 18-PRF <input type="checkbox"/> Édifice 22 <input type="checkbox"/> Édifice 26 <input type="checkbox"/> Édifice 28 <input type="checkbox"/> Édifice 70 <input type="checkbox"/> CCMU
Téléphone 1 :	<input type="text" value="450"/> - <input type="text" value="687"/> - <input type="text" value="5010"/> # <input type="text" value="4305"/>
Priorité d'appel :	<input type="text" value="1"/> <input type="button" value="i"/>
Cell. :	<input type="text"/> - <input type="text"/> - <input type="text"/> # <input type="text"/>
Priorité d'appel :	<input type="text" value="2"/> <input type="button" value="i"/>
Courriel :	<input type="text" value="yves.laforest@iaf.inrs.ca"/>
Note :	
Commentaires à l'intention du responsable du bottin :	<input type="text"/>

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

### BE CAREFUL

The link to access your file only works once. You need to fully update your file and click the button

The mass notification system is a tool that will allow 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 inscription of phone numbers and an email address is highly recommended but not mandatory. This information will not be transferred to the HR system; it is used for the sole purpose of notification in emergencies in the Valise de garde software.

### **M. / Mme** (Mr. or Mrs.)

This field must contain M. or Mme

### **Nom et Prénom** (Name and first name)

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

1. Contact the human resources department 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) IAF** (Subgroup IAF)

These checkboxes are used to send alerts to right buildings. For example, if there is an alarm in building 18, it is probably not necessary to send the alert to another building.

You must check the building in which you usually work and the box « IAF - Étudiants ». Do you also work in the building 26? It would be a good idea to also check « Édifice 26 » in order to be notified if something happens in building 26.

**Alerts are sent by building number, if no building is checked, you will not receive alerts.**

### **The phone numbers**

- You can enter the phone numbers that will allow the mass notification system to reach you :
  - **Téléphone 1** which can be the home phone number, for example. If you enter an office number which is not a direct line, you must enter the extension number.

BE CAUTIOUS: If 5 persons share the same extension and each person registers this extension number in the file, 5 calls will be made to this extension...

**Cell.** (Cell phone). This number can receive calls as well as SMS.

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

- **PRIORITÉ D'APPEL** (Call priority). This field is used to determine the order in which you want the mass notification system to call your different numbers. For example, if we have a priority « 2 » on **Téléphone 1** and « 1 » on **Cell.**, the first call will be to **Cell** and if there is no response, the system will call **Téléphone 1**.

**If a phone number has no priority, no call will be sent to that number; you must enter a priority number for each phone number in the list.**

- For the SMS, a cell phone number is required.

### **Courriel** (Email)

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

### **Note - Commentaire à l'intention du responsable du bottin**

(Note – Comment to the person responsible for the directory)

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

**Envoyer** (Send)

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

### **Need help?**

If you are have problems completing the form or if you have questions, you can contact Yves Laforest at 450-687-5010 extension 4305 or by email at [yves.laforest@iaf.inrs.ca](mailto:yves.laforest@iaf.inrs.ca)