Emergency Instant Connect Checklist

NOTICE: Check with your administration prior to sending emergency notifications - often the District Office Communications team is already assisting with emergency communications.

☐ **Use your EMERGENCY list**, since all the correct settings are already in place.

☐ Bud Rank PM Attendance (sync) [Bud Rank]
☐ EMERGENCY - Bud Rank (linked) [Bud Rank]
☐ 3rd Grade (linked) [Bud Rank]

☐ Check **all 3** forms of message: email, texting and voice.

Message Types to Send

☐ Email
☐ Texting
☐ Voice

☐ Choose the "Emergency" priority for your message.

Message Priority

○ Informational   ◉ Emergency

If someone does not receive messages:

☐ Take their desired contact numbers, check their information is correct in Instant Connect, and check the send report to see if the message was sent to them. If they are not in the report, they could be on the "Do Not Contact" list. Contact Communications for assistance.

☐ Have they opted-in to receiving text messages by texting "YES" to 87569?

☐ Have they checked their Spam folder?

If you need assistance, contact CUSD Communications:

Kendra Burt: kendraburt@cusd.com   x79030

Kelly Avants: kellyavants@cusd.com   x79092

CLOVIS UNIFIED SCHOOL DISTRICT