Important Information on the Emergency Alert System

SBA is making great strides to improve safety and emergency preparedness for employees. The Emergency Alert System (EAS) will notify SBA employees of emergency situations, provide instructions and a means for ensuring employee accountability. EAS will only be used for actual emergencies and quarterly drills.

- As an SBA employee, you must register in EAS to ensure that you receive alerts, and so SBA can account for you during emergencies.

- In order to receive an account and registration information, your supervisor will contact your EAS Office Data Administrator to set you up with an account. If you need special assistance with registration, you may also contact the EAS Help Desk at (202) 619-6006 or email EASHelpDesk@sba.gov.

- Registration takes only about 5 minutes. As a new employee, you will receive an email from your EAS Office Data Administrator with your username and temporary password as well as the web site to register: https://businessnotifier.com/userlogin.aspx?co=usaha. (Bookmark this site in your Favorites, so you can return to it for updates.)

- To login to the registration site, you must enter your e-mail address for your username and the temporary password provided to you via e-mail. Remember to change your password to something of your own choosing after you login. Then enter your data: name, SBA e-mail address, alternative e-mail address, cell device (text) and phone numbers (work and home) where you can be reached. It is important to select the office in which you work (via the scroll-down menu in the middle of the screen); otherwise your entries cannot be confirmed.

- You will also be asked to enter a 10-digit PIN as part of your registration process. You should use your area code and home phone number or cell number for your PIN. That will ensure your PIN is unique and easy to remember. When you call SBA’s 1-866-418-6241 Accountability number, you may be prompted to enter this PIN, so the system will log you in then, it will forward you to any messages that may have been left by your manager. If you call the Accountability number from the same phone number as your designated PIN, the system will not prompt you to enter it, because it has caller ID, and will simply forward you to the pre-recorded message.

- A link near the top of the information page will take you to the Emergency Contacts feature, which allows SBA to notify your spouse, son, brother, friend, etc. if something happens to you (such as being transported to a hospital). You must enter at least one emergency contact, however multiple contacts are recommended.

- Another link allows you to print a pocket or wallet card with all of this information on it, so you can remember it.

- Finally, you must read and check the Consent Agreement and click the Submit button to ensure that you receive all alerts.

In the event of an emergency, communicating with employees will be a crucial activity. The EAS will be SBA’s primary mechanism for doing this. It is imperative that you take time to register in the system, print your EAS pocket card, keep it in a secure place, and know the 1-866-418-6241 accountability number.