Manage Emergency Buttons

The Emergency button displays in the upper right corner of the screen if Emergency Alerts are enabled for your school or for all schools in the district. In case of an emergency (for any reason), you can click the Emergency button to send a silent emergency message via email, text message, or voice message to a customized recipient list.

Enable/Disable Emergency Alert Button

When enabled, the Emergency button displays on the screen at all times. In an emergency situation at your campus, clicking this button will dispatch a text message or email to staff members at your school silently notifying them that there is an emergency situation that requires action.

1. In the navigation menu, select **Admin > Alert Settings**.
2. Click the **Emergency Buttons** tab.

3. In the **Emergency Button Settings** area, specify the following information:
   - From the **Emergency Button Enabled** drop-down list, select **Yes** (to enable) or **No** (to disable).
   - Select or clear the **Allow Building Override** check box. If selected, buildings have the ability to enable or disable the Emergency Button.
4. Click **Save Settings**.

Specify Emergency Alert Notifications

You can specify recipients of an emergency alert notification and the message that is sent in the notification. The contacts specified in the notification will be notified whenever an emergency alert is issued.

> **Note** Contacts must be defined prior to setting up notifications.

Perform the following steps to set up the emergency alert notifications:

1. In the navigation menu, select **Admin > Alert Settings**.
2. Click the **Emergency Buttons** tab and navigate to the **Emergency Buttons** area.

3. Click the ▶ icon to expand the **Emergency Button Detail**.
4. Specify the following information and then click **Save**.

Buildings

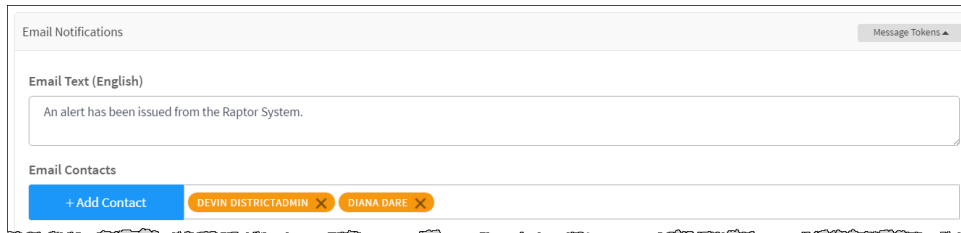In the **Buildings** area, specify the building(s) where the emergency alert notification will be implemented.

Click **Add Building** and select the building from the drop-down list.

When **All Buildings** is selected, the notification is enabled for all schools in the district. The **All Buildings** option is only available at the district level (the Building Selector is set to **All Buildings**).

> **Note** If **All Buildings** is selected, and a user views this field for a specific school, only the school's name appears in the **Buildings** field.

Email Notifications

- **Email Text** – Enter the message that will be sent via email.
- **Email Contacts** – Click **Add Contact** and select the contact name from the drop-down list. The contact information must be added in Contacts prior to creating the email notification.

> **Note** In the **Add Contact** drop-down list, the icons that display represent the contact's preferred method of notification.
>
> If the contact has selected both Text and Email as their preferred notification method, when one method is populated with the contact name, the other method will be automatically populated.

To remove an email contact, click the **X** in the contact label.

> **Note** If the contact name is gray, it was defined at the district level and cannot be removed at the building level.

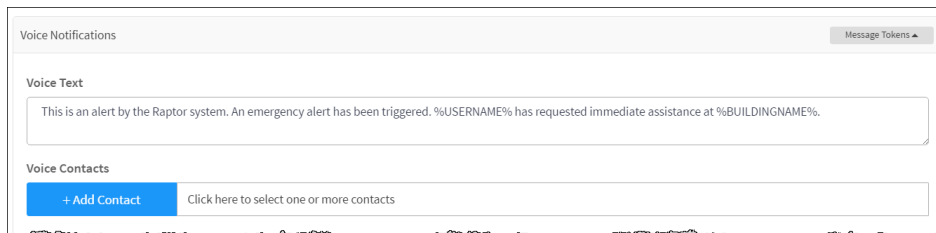# Text Message Notifications

- **Text Message** – Optionally enter any additional message to be sent with notification. By default, the text will contain the alert as it appeared in the user's display.
- **Text Message Contacts** – For those who want to be notified via a text message, click **Add Contact** and select the contact name from the drop-down list. The contact information must be added in Contacts prior to creating the text message notification. Only those contacts that provided a text message phone can be selected from the list.

> **Note** In the **Add Contact** drop-down list, the icons that display represent the contact's preferred method of notification.

To remove a text contact, click the **X** in the contact label.

> **Note** If the contact name is gray, it was defined at the district level and cannot be removed at the building level.

Voice Notifications

- **Voice Text** – Optionally enter the message to be sent via voice messaging to the phone number specified in the contact.
- **Voice Contacts** – For those who want to be notified via a voice message, click **Add Contact** and select the contact name from the drop-down list. The contact information must be added in Contacts prior to creating the voice message notification. Only those contacts that provided a voice message phone can be selected from the list.

> **Note** In the **Add Contact** drop-down list, the icons that display represent the contact's preferred method of notification.

To remove a voice contact, click the **X** in the contact label.

Message Tokens for Emergency Alert Notifications

You can also use **Message Tokens**, which are variables, in the notification message so that when the message is sent, the tokens will be replaced by their associated value.

Click **Message Tokens** to view the variables that can be entered in the message.

%CLIENTNAME% - District Name
%BUILDINGNAME% - Building Name
%USERFULLNAME% - User's First and Last Name
%ALERTFULLNAME% - Visitor's First and Last Name
%JUSTTIME% - Time Logged - hh:mm: tt
%JUSTDATE% - Date Logged - MM/DD/YYYY

Example: An alert has been issued by %USERFULLNAME% at %CLIENTNAME% %BUILDINGNAME% on %JUSTDATE% at %JUSTTIME%.