1. Configuration of an Alarm-Scenario in EVALARM

Preparation: Procedure of the Alarm Scenario

- What does my emergency organization look like?
- How is the alarm scenario organized procedurally?
- What information is needed?
- Who all is involved in the alarm scenario?

Step 1: Creating Alarm Types

- What is the name of the alarm scenario? (Name of the alarm type)
- Should an attachment (PDF document) be sent with the alarm creation?
- What icon should be displayed for the alarm type?
- Which alarm tone should be played during the alert?
- Should the GPS position of the alarm initiator be included in the alarm?

Step 2: Setting up Alarm Levels

- Are there specific alarm/escalation levels in the alarm scenario?
- The alarm levels can later serve as pure information about the situation to all already alerted persons, but also offer the possibility to additionally alert further users/user groups in case of escalation.

Step 3: Setting up Additional Information

- The additional information represents important questions that are shared among all involved parties during the emergency situation.
- These are questions specifically relevant to the defined alarm scenario.
- Here you have the opportunity to provide up to five predefined answer options alongside the question.
- Examples could be: Has the fire department been alerted? (Yes, No), Are there any injuries? (No, 1 to 5 persons, more than 5), Is an ambulance necessary? (No, Yes)

Step 4: Tasks and Hints

- Are there specific tasks that need to be completed or important hints in the alarm scenario?
- Which tasks are to be completed by whom?
- In this step, you create the task lists with the tasks and hints contained within. When and to whom each task list is displayed will be configured later in the processes.

Step 5: Contact Lists

- Are there specific contacts for the alarm scenario?
- Are there mainly external contacts that are not part of your EVALARM alerting and whose contact details should be available to certain users?
- When and to whom each contact list will be displayed will be configured later in the processes.

Step 6: Users and User/On-Call Groups

- Which persons or user groups are involved in the alarm scenario?
- Create the corresponding users and user/on-call groups.

Step 7: Building Structure

- Is the selection of a building structure relevant for the alarm scenario?
- Here, you can map the structure in three levels (building, alarm, and room section).
- Link the created structure with the alarm type.

- Create overview plans and, if necessary, route maps and link them to the corresponding sections of the structure.
- Mark the corresponding area on the overview plan for the sections so that it blinks at the corresponding location during an active alarm.

Step 8: Emergency Documents

- Are there specific emergency documents for the alarm scenario?
- Create the relevant emergency documents and structure them into document groups.
- Configure which documents should be available to whom.
- The created documents will then be available offline in the app to all authorized persons at any time.
- Additionally, you also have the option to attach documents to specific tasks (see above).

Step 9: Workflows

- In this step, all previously created components are brought together, and the workflows required for the entire alarm scenario are configured.
- Who will be alerted when and how (push + email and/or SMS and/or voice message via call)?
- When will which task/contact lists be displayed to whom?

Step 10: Permissions

- Who is allowed to trigger the alarm?
- Who is allowed to edit the alarm?
- Who is allowed to end the alarm?