

3.4 Configure mobile evacuation



The central function of the evacuation of a campus, building or specific area is handled via the pre-programmed **building evacuation** alarm type.

Unlike other types of alerts, the building evacuation includes not only a ringtone, an icon, alarm levels and additional information.


In addition, you get an overview of the state of evacuation in real time and can therefore act at any time accordingly.

How to use the mobile evacuation in the app, you can see [here](#).

The evacuation function is located with the other alarm types in the web portal and is set up like other types of alerts.

Here you can change the ringtone. Therefore you first select the ringtone and second you click on den button "Update" to save the setting.

Furthermore you have the possibility to change the sort key and the priority of the alarm type, assing a building structure or add an attachment.

 At this point it is very important to connect the alarm type with the relevant building sectors, because it is mandatory to select an building sector, which should be evacuated, to trigger this alarm. In order for the evacuation to work properly, you must link the user to be evacuated and employees with the **building structure**.


In the next step you have to configurate, who should receive the alarm, when the alarm is triggered. To do this you have to go to the basis workflow of the building evacuation alarm, which you can find under workflows.

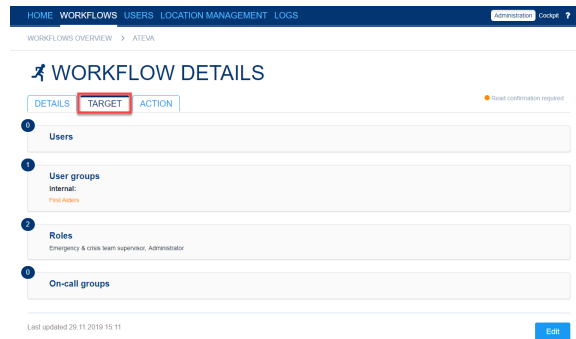
HOME WORKFLOWS USERS LOCATION MANAGEMENT LOGS Administration Logout ?						
ALARM TYPES						
Filters: All alarm types Type to search						
Sort key	Name	Category	Alarm levels		Additional information	Active
100	Inform Employees	Information	4	0		
95	Fire	Alarm	3	5		
90	Attack / Terrorism	Alarm	0	5		
85	Convene Crisis Team	Alarm	6	7		
80	Building Evacuation	Alarm	0	0		

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ALARM TYPES OVERVIEW > BUILDING EVACUATION								
DETAILS	ALARM LEVELS	ADDITIONAL INFORMATION	PARTICIPATION OPTIONS	WORKFLOWS				
Category	Alarm							
Name	Building Evacuation							
Short key	ATEVA							
Sort key	80							
Priority	1							
Building sectors	Storage, Main Building, Production							
Description								
Attachment								
Icon								
Ringtone	<div>info Update</div> <div>0:00 / 0:12</div>							
Merge alarms								
Active								
Last updated 23.01.2019 11:54 Edit								

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WORKFLOWS						
Filters: Building Evacuation						
Key	Alarm type	Affected sectors	Targets	Last updated	Actions	
ATEVA-Basisprozess für die Alarmart "Gebäudeevakuierung"			2 roles	19.05.2019 15:40		

Under "Target" you can define, who receives the alarm. Here you have the possibility to add specific users, user groups, user roles or on-call groups to the alerting.

 Beside the defined targets of the workflow all EVALARM-users, who were **connected to the building sector**, get alerted. Thereby alle the users with the user roles administrator and emergency & crisis team supervisor /member can see the evacuation list. Users with the user roles employee or guest only receive the alerting about the evacuation of the building sector.



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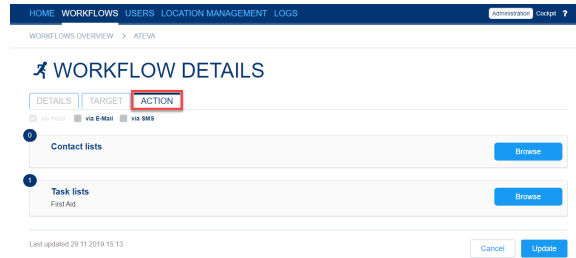
WORKFLOWS OVERVIEW > ATEWA

WORKFLOW DETAILS

DETAILS TARGET ACTION ● Read confirmation required

- Users
- User groups
Internal:
First Aiders
- Roles
Emergency & crisis team supervisor, Administrator
- On-call groups

Last updated 29.11.2019 15:11 Edit



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WORKFLOWS OVERVIEW > ATEWA

WORKFLOW DETAILS

DETAILS TARGET ACTION

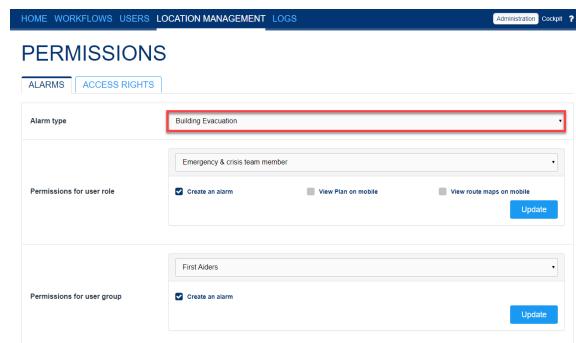
via Phone via E-Mail via SMS

- Contact lists Browse
- Task lists
First Aid Browse

Last updated 29.11.2019 15:13 Cancel Update

Under "Action" you have the possibility to assign specific contact- or task lists to the defined target users of the alarm.

Finally you have to configurate the permissions for triggering the evacuation alarm. This can be done in the location management under "Permissions". First you have to select the alarm type building evacuation and afterwards you can define for each user role and user group who is permitted to trigger the alarm (this means who has the button for the SOS alarm in the app or in the web-cockpit).



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PERMISSIONS

ALARMS ACCESS RIGHTS

Alarm type: Building Evacuation

Emergency & crisis team member

Permissions for user role: ☒ Create an alarm ☐ View Plan on mobile ☐ View route maps on mobile Update

First Aiders

Permissions for user group: ☒ Create an alarm Update