



**911 INFORM**

CONNECTED BUILDING  
TRAINING



**SECURETEC**

NEXT GENERATION SECURITY

## Connected Building Training

Now that your 911inform connected building is installed and configured this training video will give you insights and knowledge on how to properly use it.

911inform is a notification and emergency management solution providing state-of-the-art tools for organizations and public safety to effectively mitigate any emergency. Expanding upon traditional services we provide situational awareness to reduce response time for emergencies. Our platform supports bi-directional communication and building controls needed to manage a crisis and save valuable time successfully.

911inform is the complete solution for Federal compliance legislation, Kari's Law, RAY BAUM'S Act, Alyssa's Law, and future legislation, messaging and notifications, panic buttons, and a single pane of glass for ALL security and compliance operations. With an easy-to-use application, no additional software downloads, or unnecessary equipment, 911inform can help monitor your entire organization.

911inform is not a replacement for your existing ability to dial 911, it is an overlaying communication layer that augments the system to take ingenious advantage of technology you already have. 911inform is the only all-encompassing system that empowers first responders with pin-point location of an emergency calls origin, instant access to detailed maps of your premises, instant text communication with key onsite personal, and instant remote control and monitoring, all within seconds of a 911 call being placed. How do we accomplish this new level of real time communication and control? First 911inform creates detailed digital maps of your grounds and buildings including GPS based geofencing of every public area, private space, or parking lot - indoors and out. Then our proprietary software integrates with your phone system, door access system, video surveillance, strobe lights, and gunshot detection and facial recognition systems. Once it is installed the link between your facility and responders runs via a private gateway to the cloud and handles vital communications. It is a complete tool kit for today's heightened emergency needs that offers enhanced situational awareness, reduced response times, clearer communication, and maximum flow of crucial, in-the-moment information.

Based on your configuration of scope and the package that you purchased, these components may or not be pertinent to your use case.

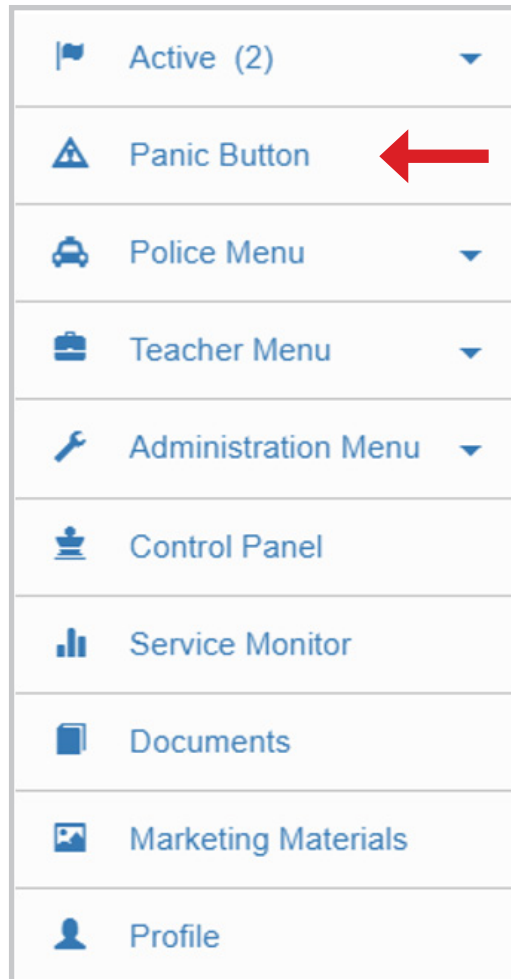
### Initiating an Emergency with Short Codes via Phone System

Using your organization's phone system, users can initiate an emergency event using short codes. Short codes are 3-4 long digit codes that can be typed into a phone system to trigger an emergency event. Organizations can have customized short codes with varying numbers, there is no national standard. It would be as simple as typing (as an example) \*99 into your phone system to initiate an organization lockdown.

### Initiating an Emergency with Panic Button via 911inform.com

In this chapter, users will learn how to initiate an emergency event on our website via the Panic Button. Using the Panic Button during an emergency event is equal parts useful and important. It can create an open and safe space of communication for users via the comments section, where all comments will be posted on the comment's forum for the event, as well as sent out to connected phone numbers if SMS notifications are activated in a user's profile. It also allows users to change the notification type if a specific action, like shelter in place or another specific emergency response, is needed. This chapter will cover all you need to know about the Panic Button on 911inform's website.

1. Go to 911inform.com
2. Click Log In
3. Enter credentials
4. Click log in
5. Click 'Panic Button' on the sidebar menu



6. Check the drop-down tabs to confirm the organizations, building and room you are CREATING AN EMERGENCY EVENT for.


### Panic Button

Organization	911inform Training <span style="float: right;">▼</span>
Building	Generic Mall <span style="float: right;">▼</span>
Room	No specific room <span style="float: right;">▼</span>

- After confirming, the organization, building and room are input correctly, press the emergency button.

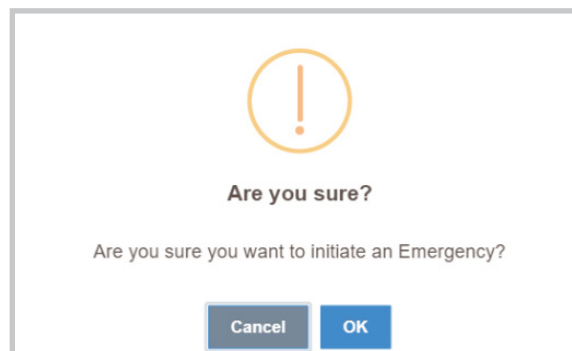
### Panic Button

Organization	911inform Training	▼
Building	Generic Mall	▼
Room	No specific room	▼

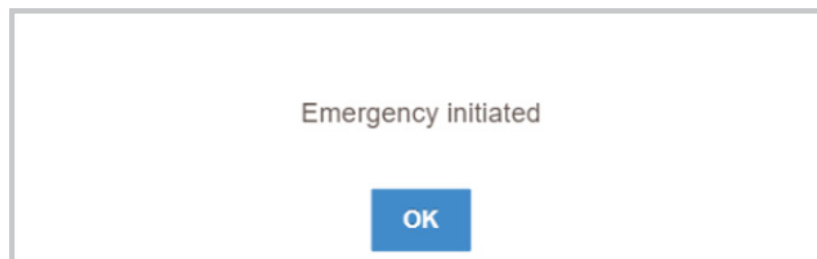


**Emergency**

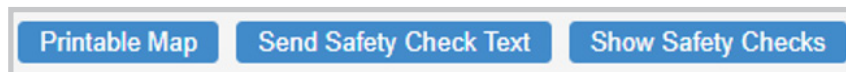
- After clicking emergency, a pop up will come on the screen confirming that user would like to initiate an emergency. Press OK.



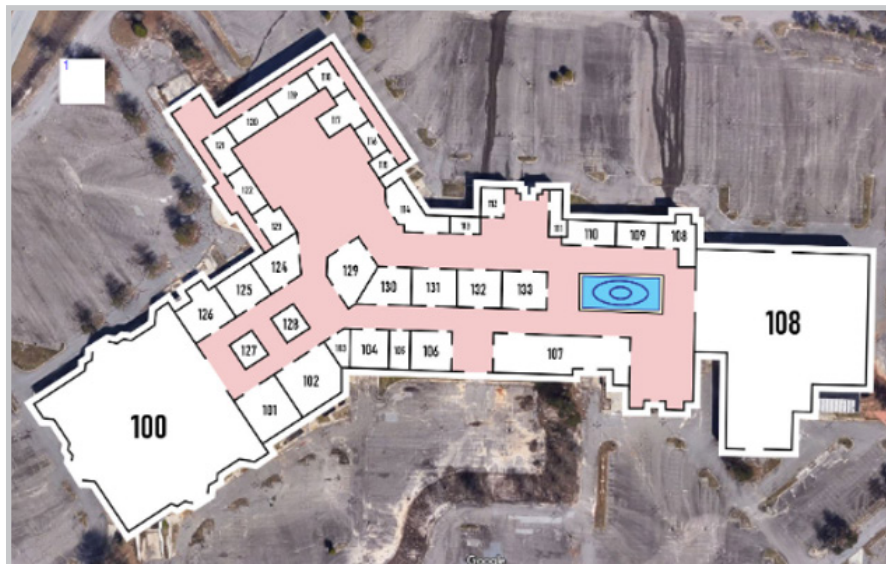
- Press OK again when the emergency being initiated is acknowledged.



On the top of the map, there is a banner with three buttons. 'Printable Map', 'Send Safety Check Text' and 'Show Safety Checks' are your options.

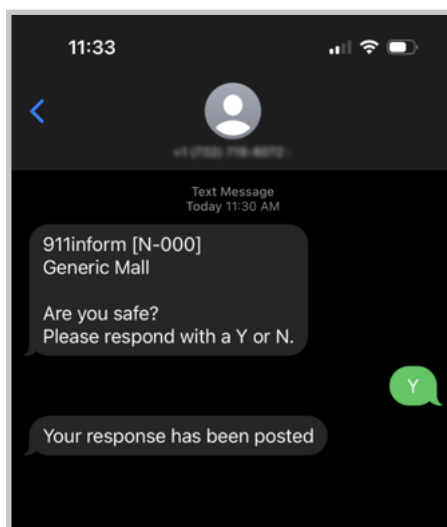


Clicking on the button 'Printable Map' will lead users to a new tab that shows a printable map for reference of the building.

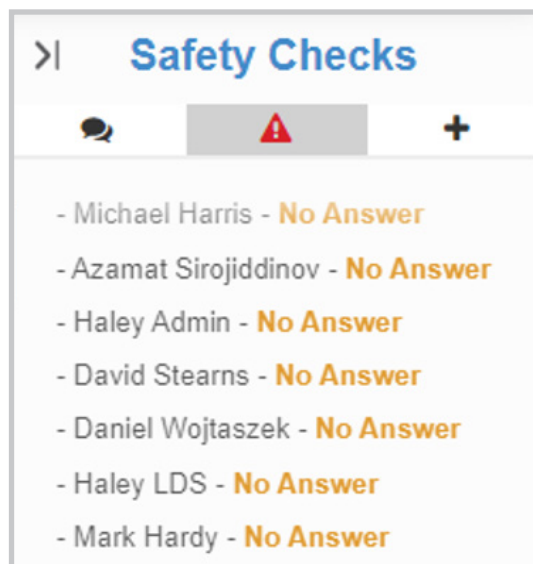


Clicking 'Send Safety Check Text' will send a safety check via text message to all organization and building users.

1. Click 'Send Safety Check Text' on the top banner.
2. Click 'OK' on the pop-up to confirm sending the safety check text .
3. Below is an example of the Safety Check Text that users will receive.



4. Clicking on the Hazard sign on the right side of the screen will show Safety Checks and if users have answered them.

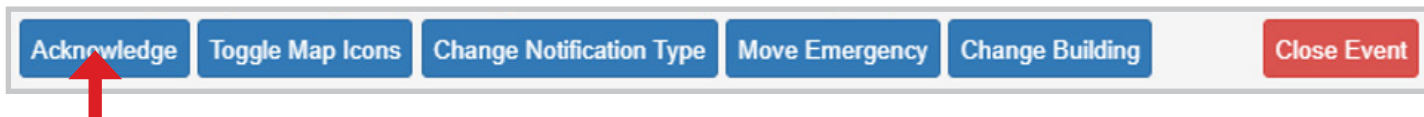


5. Safety Checks can also become a printable report by clicking 'Show Safety Checks'. This will bring you to a new tab to export the Safety Check List.

On the bottom of the screen, there is another panel of buttons. These buttons include 'Acknowledge' 'Toggle Map Icons' 'Change Notification Type' 'Move Emergency' 'Change Building' and 'Close Event'.

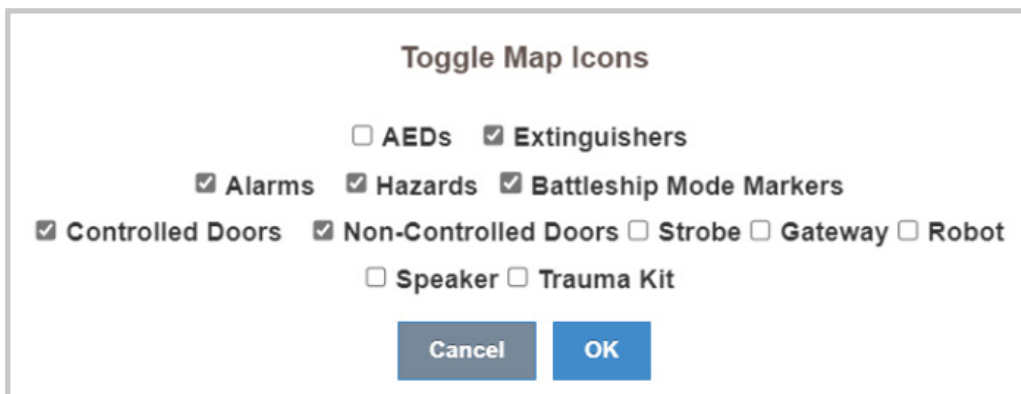


Clicking on the 'Acknowledge' button shows in the event history that the emergency event was acknowledged by a user.

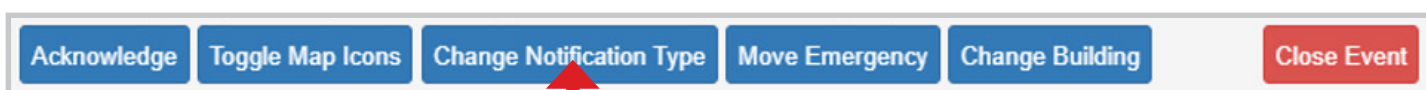


Clicking 'Toggle Map Icons' allows a user to toggle specific items on and off which will in turn be shown on the screen so emergency responders can see where necessary items are.

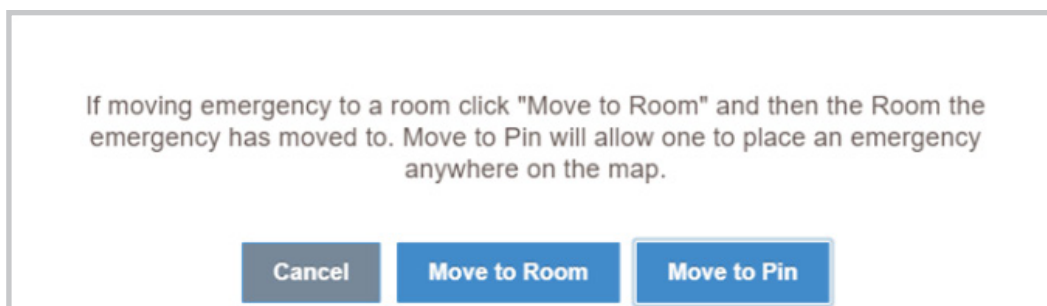
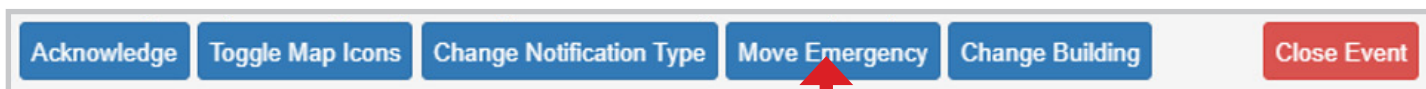




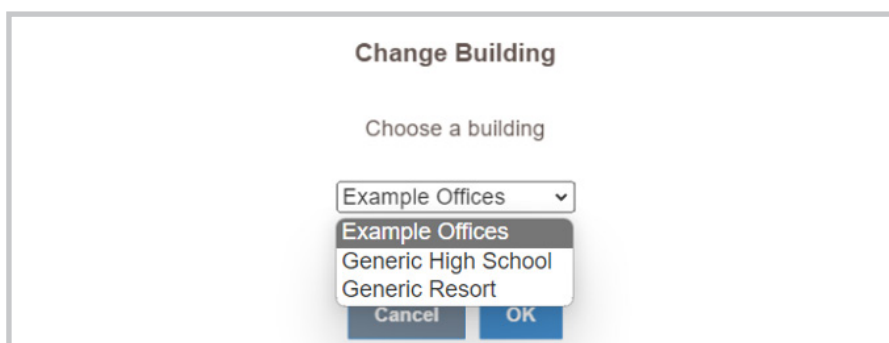
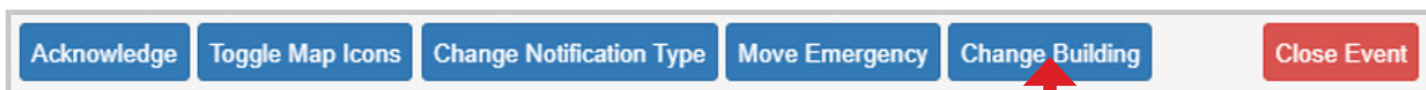
Clicking 'Change Notification Type' will allow a user to change the emergency notification type to Shelter in Place, Weather Advisory, Lockdown, etc.



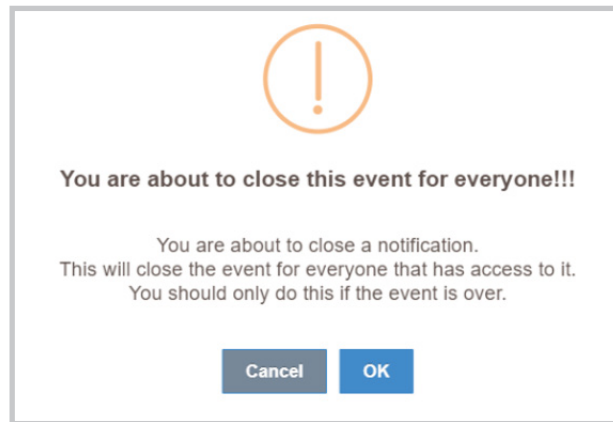
Clicking 'Move Emergency' allows a user to move where the emergency by room or pin.



Clicking the 'Change Building' button allows a user to switch buildings for where the emergency is happening via a drop-down menu.



To Close an Emergency Event on our website, simply click 'Close Event' button on the bottom panel. When the pop-up appears on your screen to confirm closing this event, click 'OK.'



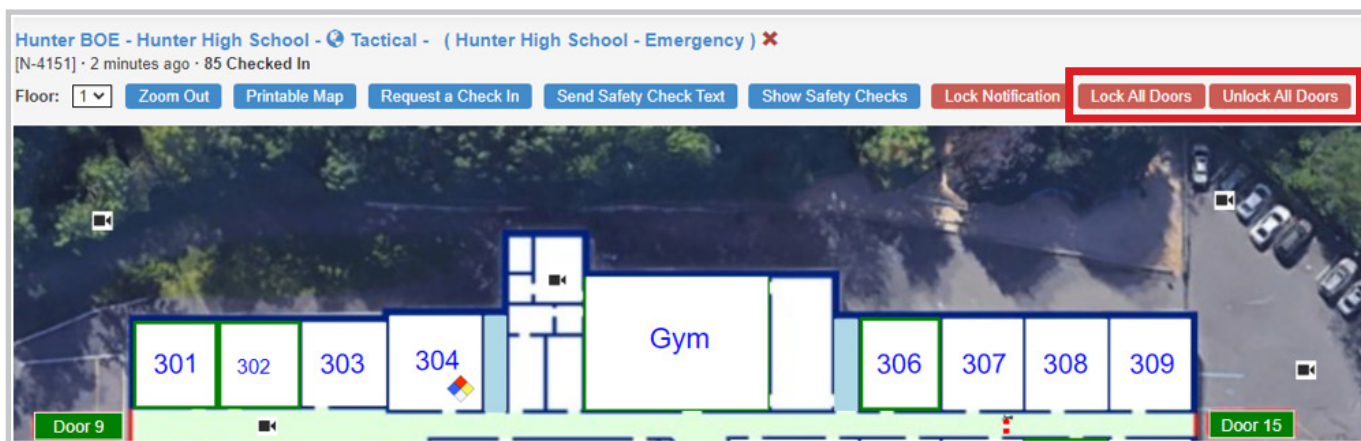


## Camera Integration and Doors

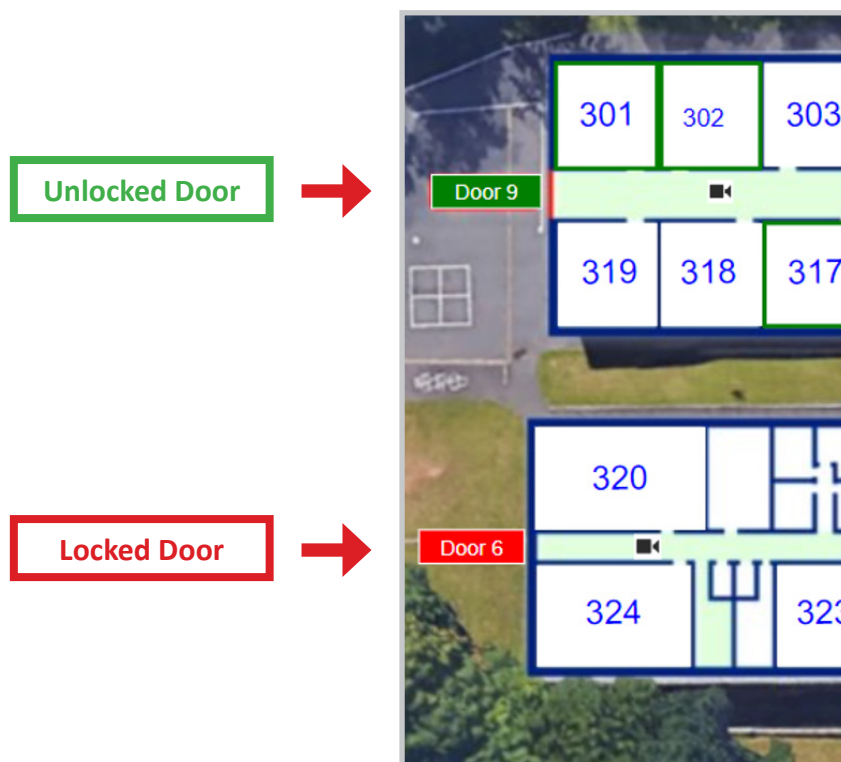
One of the features included in the hardware of a Connected Building is the Door Controls and Camera Integration. These features are only available when an Emergency Event is active. Door Controls have two options of allowing doors in an organization to be locked or unlocked simultaneously or individually. To view our camera integration, an emergency event must be active, but users must also click on the cameras that are viewable.

### To Lock/Unlock Doors Simultaneously

1. Use the menu banner at the top of your emergency event and click the “Lock All Doors” or “Unlock All Doors” button at the top of your emergency event screen.



2. When a door label is green it is unlocked, when it is red, it is locked.

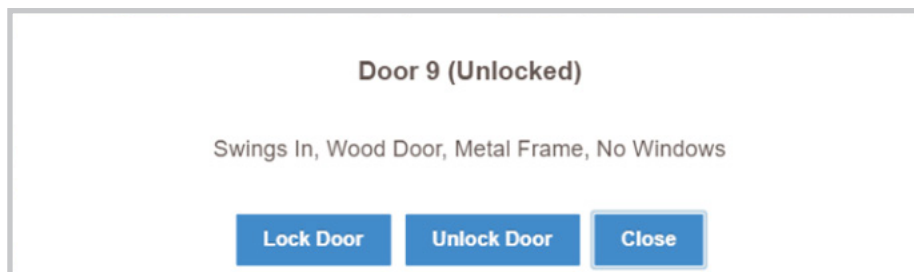


## To Lock/Unlock Doors Individually

1. Click on the door label in which user wishes to lock or unlock.

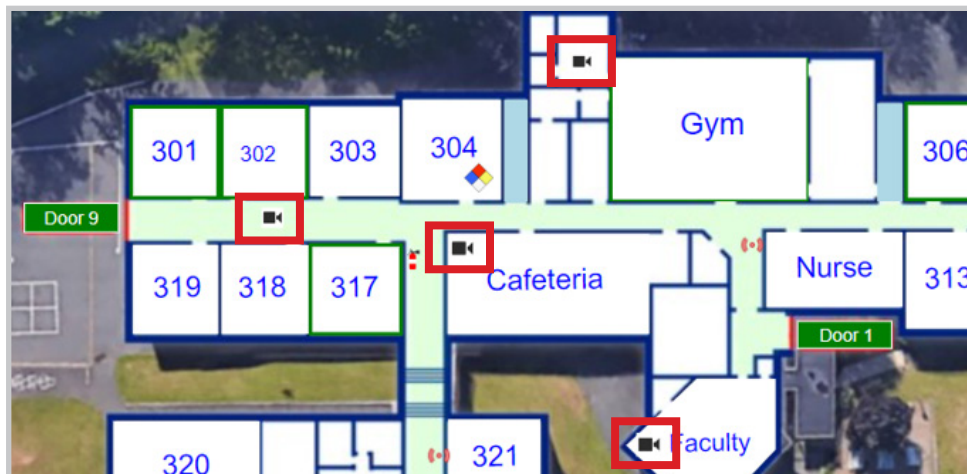


2. After clicking on the door label a user wishes to lock or unlock, a pop up will show on the computer screen. It will show the door's status (locked/unlocked), any details filled in to describe it, and then a clickable menu to lock it, unlock it, or close the pop up.



## Camera Integration

1. Click on a camera icon on the map for a live video feed. This feature is only available during an emergency event and does not replace a standard monitoring system.



2. Clicking on the camera icon will populate a screen pop-up of the live feed, where it will begin by buffering.



3. After buffering, a live feed will show up.

