## **Emergency Contacts**

Control Panel > Communication > Emergency Communication > Emergency Contacts

Add / Edit / Remove Emergency Contacts:

- 1. Go to Control Panel > Communication > Emergency Communication.
- 2. To add, edit, or remove Emergency Contacts, click on the Emergency Contacts tab.
- Click on Add to create a new contact or select the desired contact and click on Edit or Remove.

Emergency Warning	Updates	Emergency Contacts	Tracking Information	General Information	Property Team
Contact Name		Descrip	tion		Add   Remove
Fire Department		there is	there is five departments assigned to this area.		Edit
Emergency		911 - Ca	911 - Call this number in the event of an emergency		Edit
Crange County Sheriff		<div alig<="" td=""><td colspan="2"><div align="justify">Orange County Sheriff Department</div></td><td>Edit</td></div>	<div align="justify">Orange County Sheriff Department</div>		Edit
OCFA     Regional Poison Center - University of California		Orange County Fire Authority  :		Edit	
		size*2- color#K Poison ( Helvedi availabi anywhe on: <ub alifornia toxic su clibAnia mushroo</ub 	clont size=1> <h3 align="&lt;br">200889~45ont size=2&gt;A 200889~45ont size=2&gt;A 200889~45ont size=2&gt;A ali areas of Californi e in California, you can in California, you can citanose <li>Hinhalation o nal, insect, theke and spi om potioning <li>Drug ne potioning <li>Drug ne</li></li></li></h3>	bout the Clon2-kbn Califo 3>Klont face="Verdana, A ngle toll-hee 800 number a. By calling 1-800-222-1; obtain emergency informa cli2-Eye or skin initiation fro ( noxious fumes or vapors	mia riat, is 222 tion m Edit sides

 If adding or editing a contact, select a Quick Display to display how the contact will be displayed on the <u>Emergency Communication</u> page when the user clicks on their link.

## Note:

- Description: Displays the full description that is seen in the Description text box.
- Contact Number: Displays only the contact's phone number.
- · Contact URL: Displays only the contact's URL website address.
- Contact Email: Displays only the contact's email address.
- Address: Displays only the contact's physical address.
- 5. Enter a Contact Name, Contact Information, and a Description.
- 6. Click on Submit.

Quick Display *	O Description O Contact Number  Contact URL O Contact Email O Address
Contact Name *	Fire Department
Contact Number	5555555
Contact Email	
Address1	
Zip	
Contact URL	http://www.fire.com
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	B / U ■ ■ ■ 律律 注 :: ◎ ・ ダ ・ 象 😣 🛃 📑
	there is five departments assigned to this area.
Description	
	1 43 9
Required Informatio	
Submit	Cancel

7. To set the order of how the contacts appear on your <u>Emergency Communication</u> page, select the contacts in the list box and reorder them, as desired, using the arrows.



Emergency Road Conditions LADWP		
Local Fire authority	<b>M</b>	
Duke Energy		-
Duke Ellergy		
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edulieu information		

8. Click on Submit.