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.
3. Click on **Add** to create a new contact or select the desired contact and click on **Edit** or **Remove**.

4. If adding or editing a contact, select a **Quick Display** to display how the contact will be displayed on the Emergency Communication 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.

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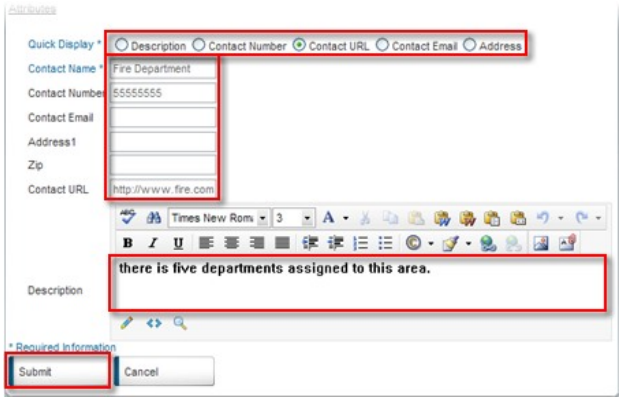
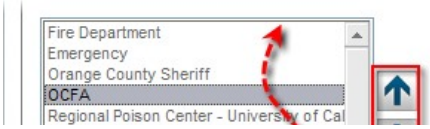
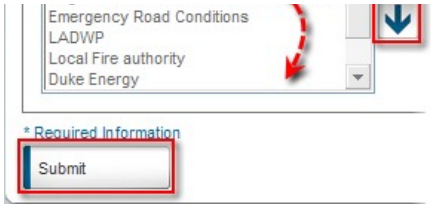
5. Enter a **Contact Name**, **Contact Information**, and a **Description**.
6. Click on **Submit**.



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





8. Click on **Submit**.