

Creating an Emergency Notification Template

[Setup > Notify+Response>Notification Templates](#)

Creating an Emergency Notification Template:

Note: Because Emergency Notifications are meant to be transmitted without delay, the content is limited to ensure faster transmission.

The screenshot shows a web form titled "NOTIFICATION TEMPLATE". The form contains the following fields and options:

- Template Name:** Text input field containing "Fire Emergency".
- Property:** Drop-down menu.
- Notification Type:** Drop-down menu containing "Emergency".
- Distribute via:** Three checked checkboxes: "Email", "SMS", and "Voice".
- Sender Name:** Text input field containing "Property Management".
- Sender Phone:** Text input field containing "1234567890".
- Sender Email:** Text input field containing "management@property.com".
- Subject:** Text input field containing "Fire".
- Message:** Text area containing "A fire alarm has been activated. Please evacuate. Response required". A red note below the field says "(Plain text only)".
- Responses:** Five text input fields with the following content:
 - Response 1: Yes
 - Response 2: No
 - Response 3: Need assistance
 - Response 4: (empty)
 - Response 5: (empty)

At the bottom of the form, there are two buttons: "Save Template" (highlighted with a red box) and "Return to List".

1. Click **Add Emergency Template** to access the Notification Template interface.
2. Enter a name for the template in the Template Name field.
3. Using the Property drop-down list, select a property that you would like the template to be associated with.
4. All templates must be associated with a Notification Type; select a Notification Type from the drop-down list provided.
5. Select the method of delivery. You can send Emergency Notifications via e-mail, SMS, and Voice.
6. At a minimum, the **Sender Name** and **Subject** fields need to be filled in. You can also enter a Sender Phone and Sender Email in the fields provided.
7. The Subject and Message fields are also required fields. The Subject is used as the subject line in the e-mail version of the notification. In the Message field, enter the default text that you would like to appear when this template is used. Please note that unlike Announcements, Emergency Notifications are plain-text only and limited to 1,000 characters to ensure compatibility with SMS and Voice transmission methods.
8. In the Responses field, you can enter preset responses that recipients can select after receiving the Emergency Notification and/or indicating that additional communication with specific tenant or employee is required.
9. Click **Save Template**. Your template is now saved and ready for use.