





# 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 fields are as follows:

- Template Name: Fire Emergency
- Property: (empty dropdown)
- Notification Type: Emergency
- Distribute via:  Email  SMS  Voice
- Sender Name: Property Management
- Sender Phone: 1234567890
- Sender Email: management@property.com
- Subject: Fire
- Message: A fire alarm has been activated. Please evacuate. Response required. (Limit: 1000 characters)
- Responses: (Limit: 100 characters)
  - Response 1: Yes
  - Response 2: No
  - Response 3: Need assistance
  - Response 4: (empty)
  - Response 5: (empty)

At the bottom right, there are two buttons: "Save Template" 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.