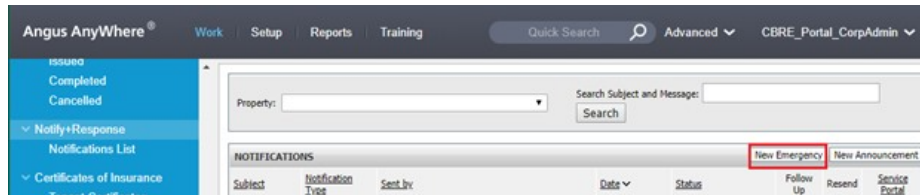# Sending an Emergency Notification

Work > Notify+Response > New Emergency

Sending an Emergency Notification:

1. Click **New Emergency**
2. In Step 1, select one or more properties to send the notification to.
3. Determine which contacts you would like to send the Notification to. You can specify which buildings, floors, and tenants will receive the Announcement when only one property is selected.
4. The Employees section allows you to determine which Property Employees you would like to transmit the Announcement to.
5. Click **Next**
6. Indicate whether this is a real or test emergency notification.
7. Select a **Notification Type** from the drop-down menu provided.
8. Select a **Template** from the corresponding drop-down menu. Selecting a template will automatically populate any fields that were filled out by the template creator.
9. Select the method(s) through which you would like the notification to be sent. Emergency Notifications can be sent via email, SMS, and voice.
10. The **Sender Name** and **Email** fields must be filled in. You may also enter a **Sender Phone** number in the field provided.
11. Enter a **Subject** in the field provided. The maximum length for this field is 100 characters.
12. In the **Message** field, enter the text that you would like to appear when the template is used. If a template was selected, review the default text and modify it as necessary to suit the specifics of your notification. Please note that unlike Announcements, Emergency Notifications are plain-text only and limited to 1,000 characters. These restrictions are necessary to ensure compatibility with SMS and Voice transmission methods.
13. In the Response Notes fields, you can enter preset responses that recipients can select after receiving the Emergency Notification. Response text length is limited to 100 characters per response. Make sure to review any default text when selecting a template. Preset responses allow facilitated communication between staff and tenant users when assistance may be required.