

QUICK REFERENCE GUIDE

EMERGENCY BROADCASTING FEATURE



Emergency Broadcasting allows a teacher to trigger an emergency message in the event of a critical incident. When an emergency is triggered, every Vivi-enabled screen in the school will communicate the emergency protocol to be followed – either evacuation or lockdown.

During an emergency broadcast, presenting from devices is disabled until the emergency has been cancelled.

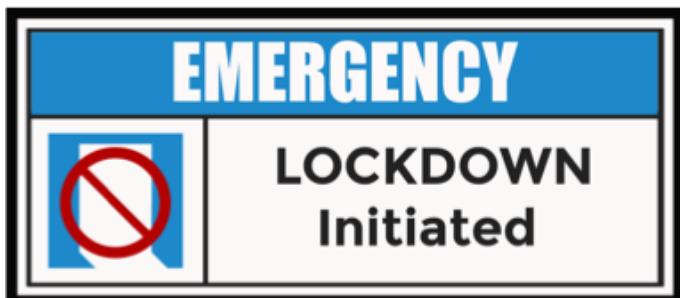
EMERGENCY MESSAGES

The following are the default screens for Evacuation and Lockdown emergencies. Schools may set custom screens that communicate their own specific emergency protocols.

EVACUATION



EMERGENCY



IMPORTANT NOTES

- The Emergency Broadcast icon will appear on a client app where the version is 2.10.0 or later. Earlier Vivi clients are not Emergency Broadcast enabled.
- The Emergency Broadcast icon will only appear on the client interface if the Emergency Broadcast feature has been enabled by your Vivi Administrator.
- Students do not have access to trigger an Emergency Broadcast.
- Emergency Broadcast will trigger an email notification to all pre-identified emergency wardens with information on the situational context.

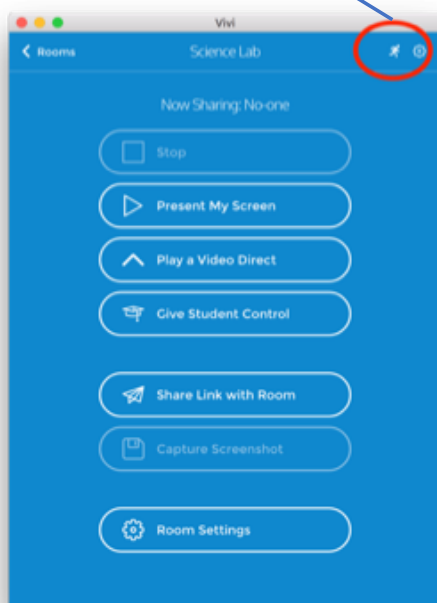
QUICK REFERENCE GUIDE

EMERGENCY BROADCASTING FEATURE



Step 1 – Click on the running man icon

Once you have logged onto the Vivi client, click on the running man icon in the top right-hand corner. The running man icon is used to access the emergency broadcast page.

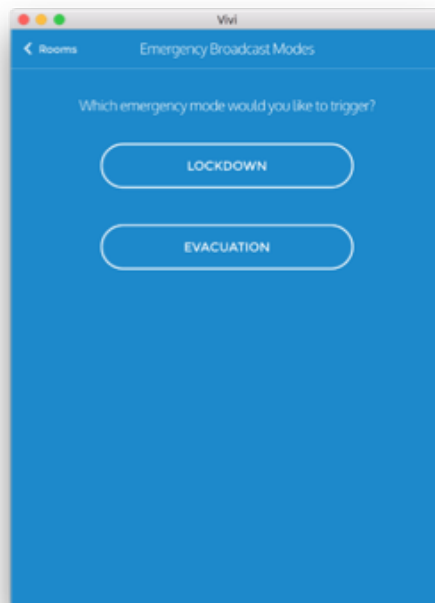


Step 2 - Selecting an emergency

Select your emergency:

Option 1: Lockdown - Will display a Lockdown image on screens.

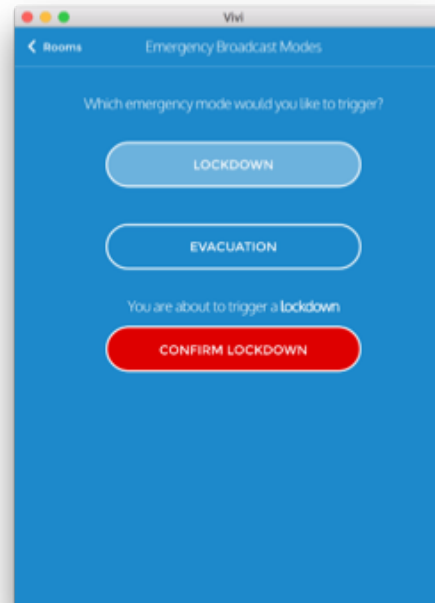
Option 2: Evacuation - Will display an Evacuation image on screens.



Step 3 – Confirm emergency

Confirm your choice, in order to avoid accidental emergencies.

Once confirmed, all configured Vivi units on your school network will broadcast a message detailing the type of emergency, who triggered the emergency and the location from which the emergency broadcast was triggered.



Step 4 – Cancel emergency

Option 1: By the person who triggered it by selecting the Cancel Lockdown/Evacuation button (Image below).

Option 2: By an Emergency Warden clicking the Cancel Emergency link in the email received after the emergency has been triggered.

