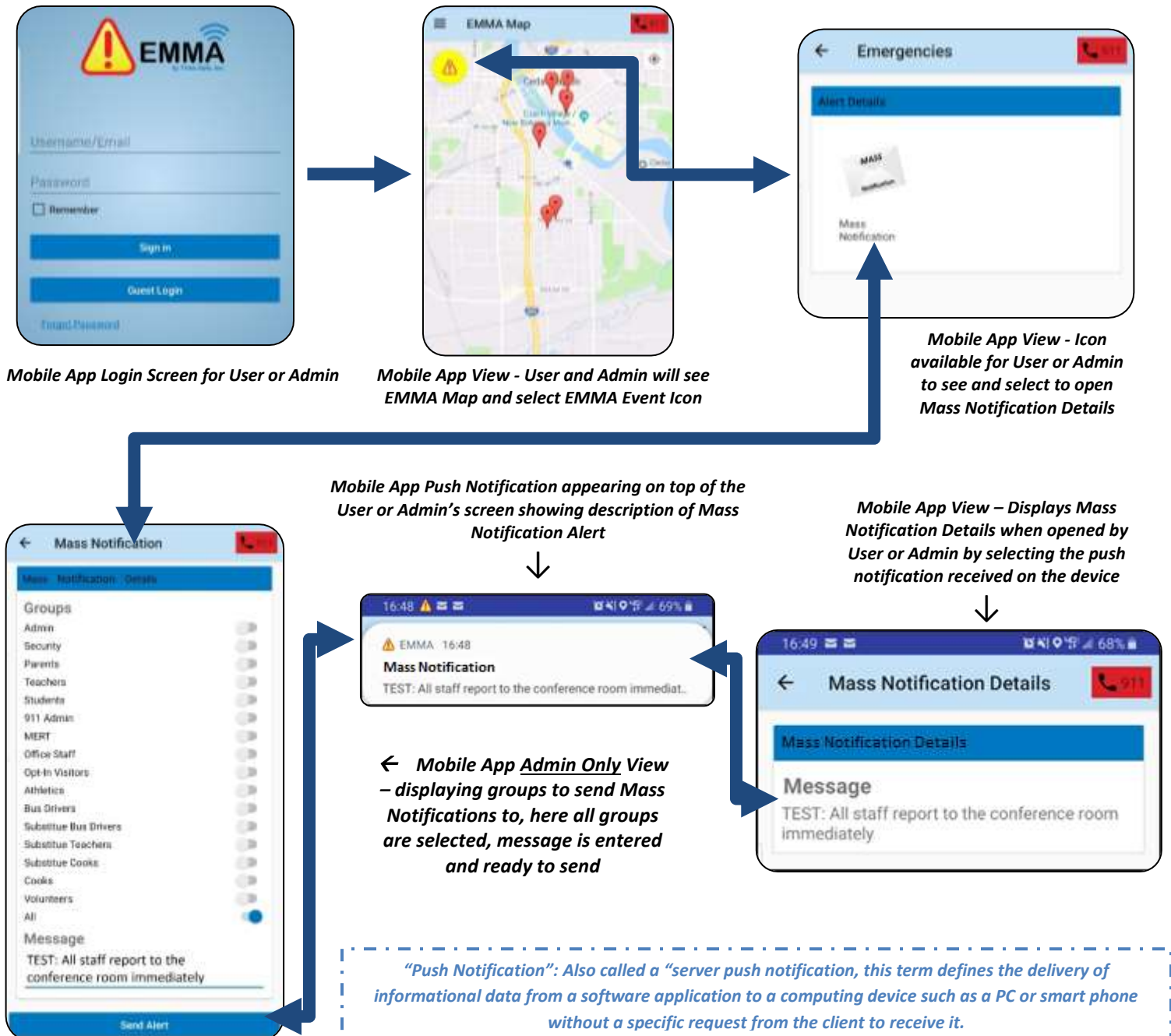




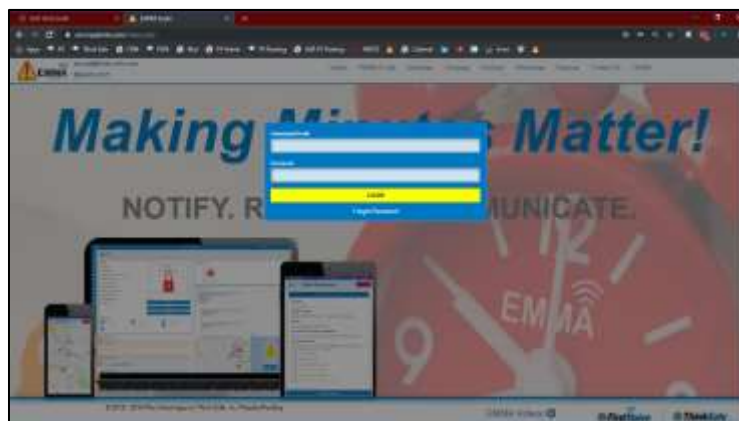
Geofencing Guide Utilizing Emergency Notification Systems (ENS)

*** This introductory page displays a flow chart depicting the use of Geofence Notifications via a mobile device. ***
*** EMMA Geofence Notifications can be utilized on all smart phones, tablets and also PCs! ***



Logging in to EMMA via Browser

In order to log into EMMA from a PC or mobile device browser, you must go to www.emmaadmin.com, select "LOGIN" in the top-right and enter in your username/email and password for your EMMA account. If you currently have First Voice Manager, it will be the same credentials. If you have forgotten your password, you can click "Forgot your password" and enter your username. You will be emailed a temporary password to login with. (If you do not receive the email or need further assistance, please contact EMMA support). Note: if you are an admin user, you can also use the link on the side menu bar in the EMMA app to take you to the EMMA Website.



Depending on your plan, features, and privileges, your view may be different within the EMMA Admin website.

Admins entering the EMMA Admin home page will see a display with event/drill, resources, statistics and more. To create an event, select "Create Event" at the top of your EMMA Admin website. To access more options, click the double arrow icon, , to open the side navigation bar. You will see varied options here such as Home, Events, Drills, Security, Mass Notifications, EMMA SOS, Resources, Assets, Users, Groups, Sites, Reports, Guest Codes, Geofences, and more.



Users login to the map page of EMMA. On this page, the users will see all the plan assets and any Automated External Defibrillators (AEDs) near them. The user will also have access to the Emergency Icon to create, report, or get assistance.



Emergency Icon

(Remember to bookmark EMMA in your favorite browser for quick and easy access!)

Logging in to the EMMA App

To log in to the EMMA app, open the EMMA app and enter in your username/email and password for your EMMA account, just as you would do with EMMA on the browser. If you currently have First Voice Manager, it will be the same credentials. If you have forgotten your password, you can click "Forgot Password," and enter your username.

You will be emailed a temporary password to login with. (If you do not receive the email or need further assistance, please contact EMMA support).

*Depending on your plan, features, and privileges, your view may be different within the EMMA application.

Check "Remember" to have the app automatically log you in for quicker access!

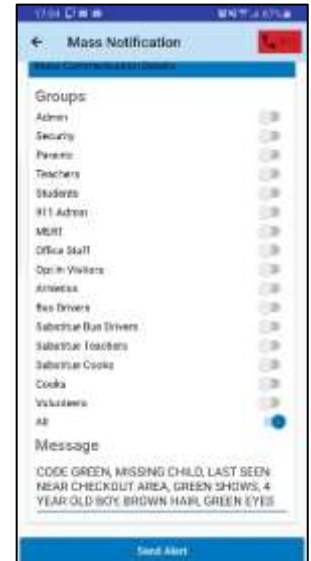


Geofencing Notification Utilization



Mass Notification Icon

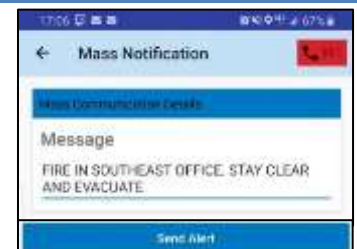
❖ The Geofence Notification icon can be utilized in almost any situation where one would like to notify everyone in a certain area of a certain thing. Whether it is an emergency, a simple advisement, or an announcement, it may help to specify a group of people by use of a GPS-defined grid to allow exclusion of those who are not in that area, and therefore do not apply to the notification. Geofencing is defined as “the use of GPS or RFID technology to create a virtual geographic boundary, enabling software to trigger a response when a mobile device enters or leaves a particular area.” This can be utilized to exclude persons who may be away on vacation, sick, have left the building for lunch, are simply not on shift at the time, or any other circumstance that may take them away from the geofenced area. This can also be used to notify persons in a specific building, rather than all people in all buildings.



An **Admin** of EMMA that accesses the website must navigate to the left-side menu and select “Geofences”. An Admin that access the EMMA application will have the capability to prompt a Geofenced notification by selecting the EMMA emergency icon on the site or app, selecting the “GeoFence” icon, selecting the geofenced area in which they would like to notify, describing the location further if needed, and putting in the necessary comments. This notification will be sent to all individuals in that Geofenced area.

A **user** of EMMA that accesses the website or the EMMA application will not have the capability to prompt a geofenced notification. This is due to the fact that users may only communicate with admins and not with all users. If a user would like to notify others via EMMA and utilize geofencing, they must first communicate this information using the “Mass Notification” function, and requesting the geofence or simply relaying the info, and the Admin will use their own discretion if they would like to send a geofenced notification.

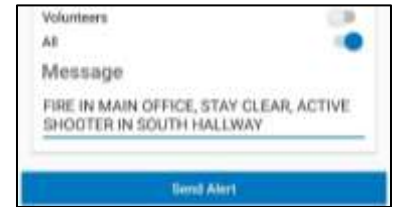
❖ If no other emergency methods are active on your current EMMA plan, “Mass Notification” can be utilized as your method of communication for these emergencies. A user or admin is still able to report emergencies, but will be unable to have the same capabilities and customization as the emergency event methods. (Example: a user witnesses a fire and pulls the fire alarm. This user can utilize “Mass Notification” to message the admin(s); “FIRE IN SOUTHEAST OFFICE, STAY CLEAR AND EVACUATE.” The admin(s) can then approve this message and send it to all users, improving communication for the emergency.)



Mobile app view of a user (non-admin) accessing Mass Notifications and inputting a notification



- ❖ With the abilities of an **admin**, mass notifications can also be stacked on top of active events, if those events are active in your plan and are ongoing. This is worth noting due to needed extra communication and essential updates during an active event, such as an active shooter or lockdown.
- ❖ When an active event happens, and significant additional events occur, like a fire, explosion, or chemical hazard, one can communicate via the Mass Notification button that there is an additional hazard, or new, extremely vital notification to update users of. *(Example: there is an ongoing active shooter event. The admin learns there is a fire in the main office area. The admin sends out a mass notification; “FIRE IN MAIN OFFICE, STAY CLEAR, ACTIVE SHOOTER IN SOUTH HALLWAY”)* To utilize and drill this, simply drill an active event, and task



Admin Mobile App View



an admin to communicate new information by selecting the event button, then selecting “mass notification.”

As a default option, the account will have access to this “Mass Notification” option, as seen in the beside image. This option is a default baseline for the EMMA program and from there, more icons can be added on to fit your needs and possible emergencies. Think Safe must be contacted to apply and utilize these icons if they have not been set up before. They are considered “Add-ons” that contribute to the full utilization of EMMA as an emergency management system. For more info, see below.

Possible Additional Admin Privileges / Features of EMMA

The Admin has privileges that extend to a lot customization on the EMMA Admin website. The administrators, depending on the current plans that are active, may have the capability to:

- Create and approve possible events.
- Close an active event.
- View timeline of event occurrences, event broadcast and user response times and many other statistics.
- Run drills on all events.
- Review past events and their associated details and occurrences.
- Review, edit and upload evacuation maps, manuals, floor plans, procedures, checklists, and scripts pertaining to all events and notifications.
- Review and edit users and groups (groups of those selected for certain notifications and/ or privileges)
- Review and edit building sites.
- Create new guest codes for temporary logins.
- Create new geofences for events to be active within.

Possible Additional User Privileges / Features of EMMA

With certain privileges active, a user can be capable of reporting in “see something, say something” reports, critical emergencies or sending mass notifications for the admin to authenticate and approve. They are given access to the functions given by the administrators that are deemed most necessary for the user. A user can utilize these functions to report a possible event and provide additional comments for the administrator to see, and they will see the user’s location and what type of report that they issued, and if it was valid with a correct PIN.

The user will also be able to communicate back to the administrator(s) their status and location **during** an event. The user will be able to remain logged in and select the push notification they receive or send regarding an EMMA report. They can communicate their status and send responses after selecting the notification. Also, they can select the **ongoing event** button;  at any time and send an additional update as status of the user changes.

For more questions, contact us at 888-473-1777 or 319-377-5125 or email emma@think-safe.com. * © Think Safe, Inc.

* **Patents Pending** *Information contained in this guide may be considered confidential and this information is for client use only and it not intended to be a public document.

