

CoSD Quick Launch Alert

QUICK REFERENCE GUIDE

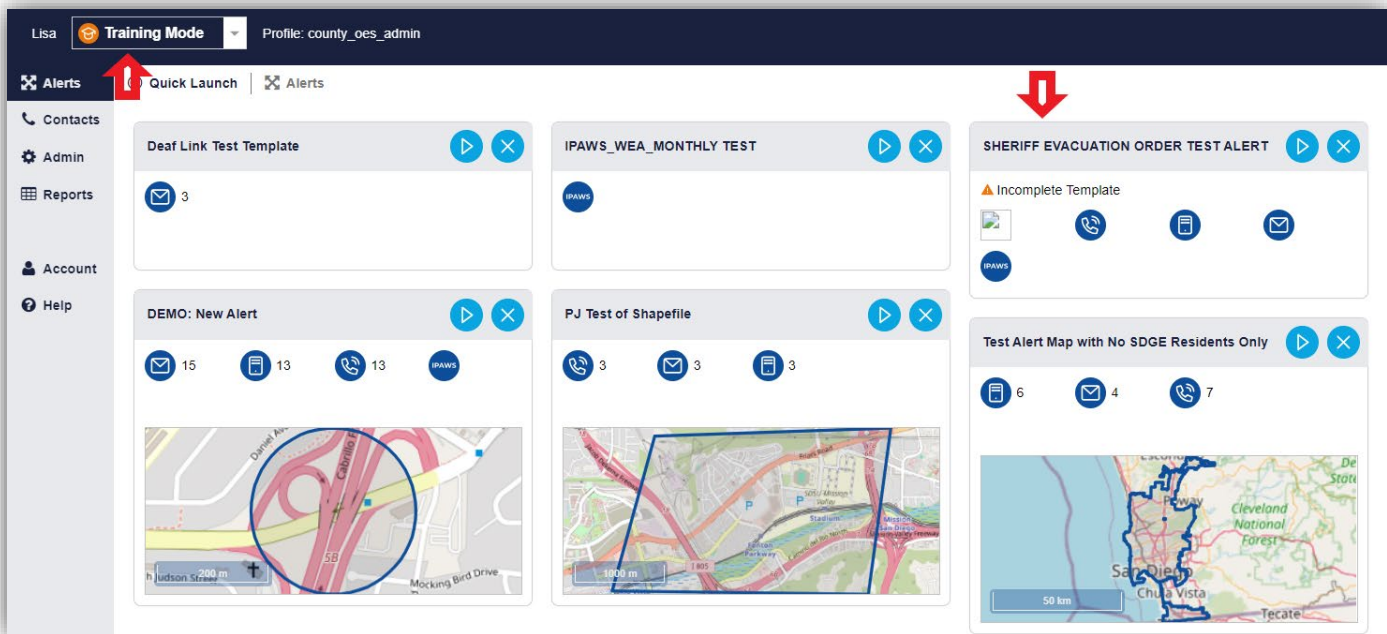
Creating an EVACUATION ORDER alert using Quick Launch

Log in to Genasys Protect ALERT (previously GEM). For a real emergency, use the toggle in the upper left corner to navigate to the public alert system. For training purposes, use the toggle to navigate to “Training Mode” to ensure that a “live” alert is not sent out to the community.

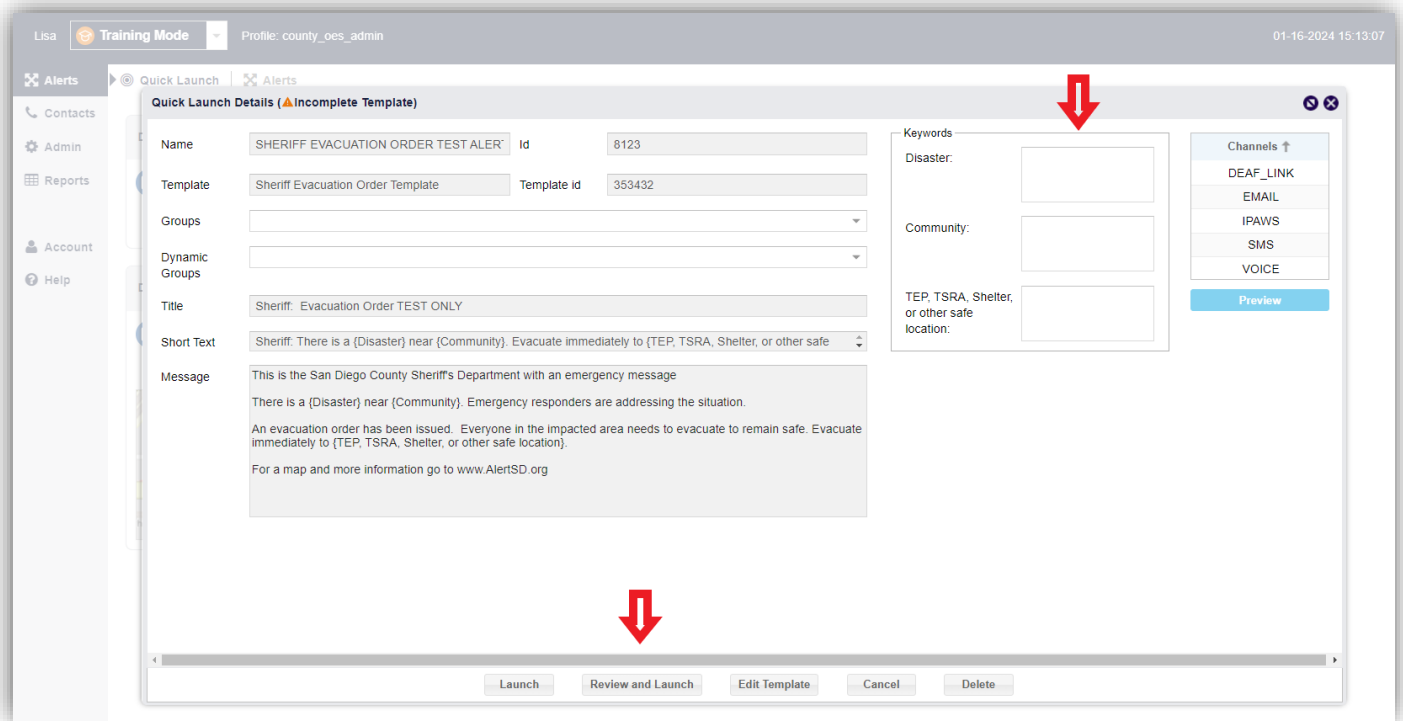
Sending a Quick Launch Alert:

Quick Launch features alert templates with pre-defined messages with placeholders for key information that can be filled in to speed up message creation during an emergency.

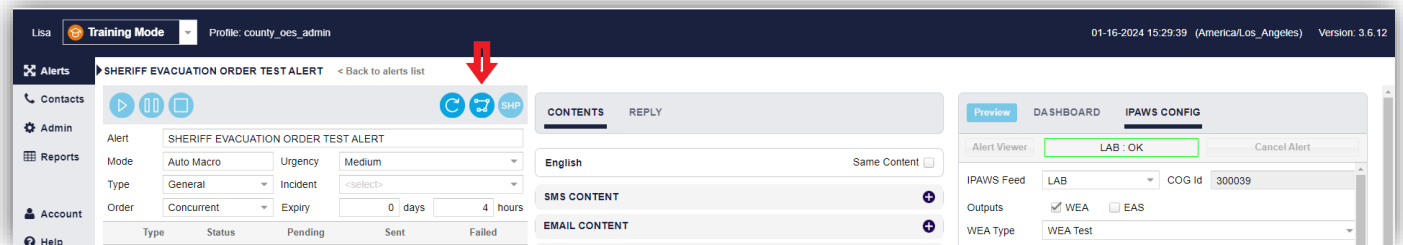
1. Select the Quick Launch card labeled “**Sheriff Evacuation Order Test Alert**” and click on the blue “**Play**” button.



2. Use the fields on the “**Keywords**” panel to the right of the screen to fill in key information missing from the templated message. When finished, click on the “**Review and Launch**” button at the bottom of the screen to verify message content and map the target area.



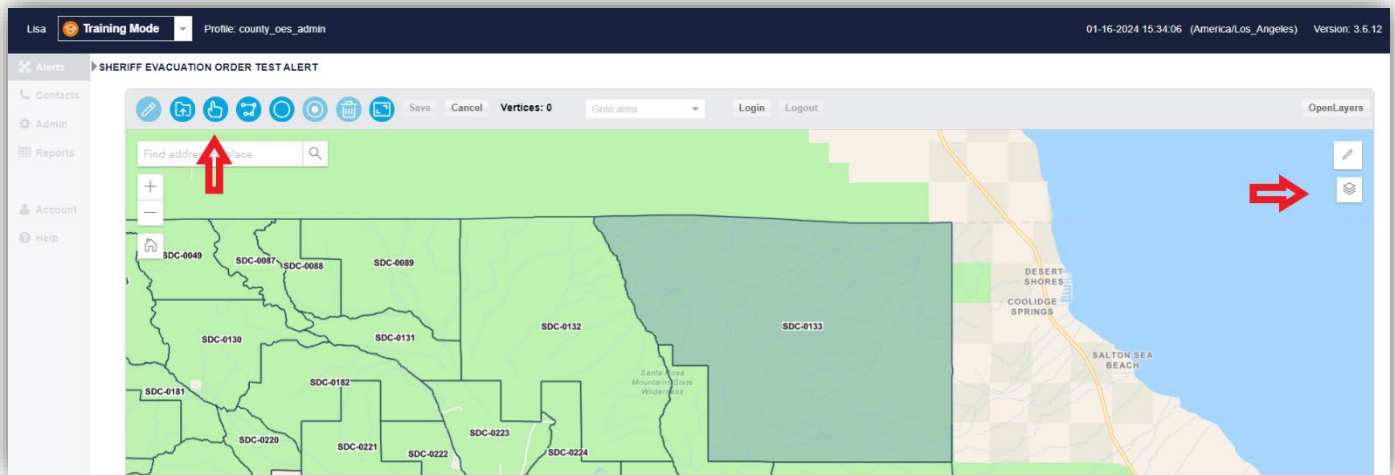
3. When the alert window opens, click on the blue “**Polygon**” button to map your targeted area.



Note: If you do not see the EVAC/Zonehaven layer, or there are other layers obstructing your view, click the layer icon on the right side of the screen and click on **“Overlays”**. Scroll down to the bottom of the list and click on the Zonehaven layer.

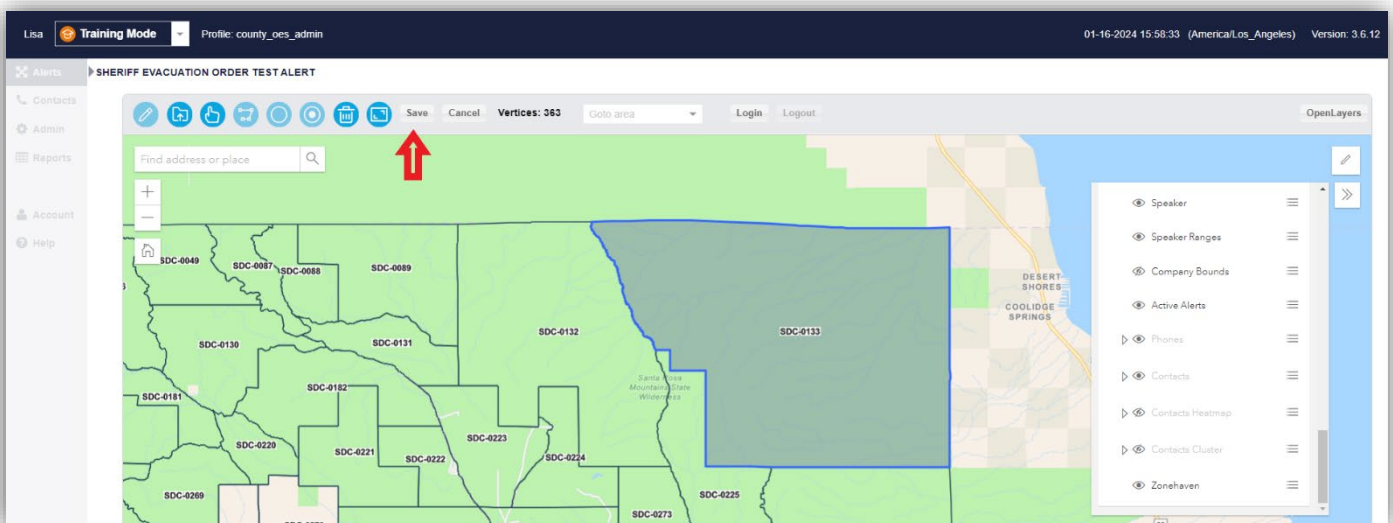
To turn off the grid layer (or any other layer) click on **“Custom Layers”** and click the view icon to turn off the layer. Navigate to the desired area on the map and observe that the zones that have an active status show the corresponding color in the map interface for easy identification and selection.

4. To select, click the blue **“Finger”** icon in the upper left corner, then click on the zone(s) to create the alert target area.



Once selected, the polygon outline will turn blue as shown below.

5. Click the **“Save”** button to save and return the alert creation panel. **Note:** If multiple zones are selected, the system will smooth out the geometry to make one WEA compliant shape when saved.



- When you are returned to the alert creation panel, check to see if the alert is ready to launch. Check the channels by looking to see if they show **“New”** or **“Ready”**. Click on each channel under the **“Contents”** section to preview the message content. If any of the content boxes show red, they need to be adjusted to fit the character count or filled in if content is missing.

In this case, the IPAWS WEA Messages are over the character limit and need to be adjusted.

Once adjustments have been made and all channels show in ready status, the blue **“Play”** button can be pressed to send the alert.

The screenshot shows the Genasys Protect interface for configuring an alert. The top navigation bar includes the user name 'Lisa', 'Training Mode', profile 'county_oes_admin', and system information '01-16-2024 16:42:55 (America/Los_Angeles) Version: 3.6.12'. The main area is titled 'SHERIFF EVACUATION ORDER TEST ALERT' with a 'Back to alerts list' link. A red circle highlights the 'Play' button in the top left of the alert configuration area. Below this, there are fields for 'Alert' name, 'Mode' (Auto Macro), 'Urgency' (Medium), 'Type' (General), and 'Order' (Concurrent). A table shows the status of various channels:

Type	Status	Pending	Sent	Failed
IPAWS	Ready			
DEAF_LINK	Ready			
EMAIL	Ready	9	0	0
SMS	Ready	6	0	0
VOICE	Ready	6	0	0
CAP_RSS				

The central content editor shows the 'IPAWS CONTENT' section with a 'Headline' field containing 'Sheriff: Evacuation Order for TEST ONLY. THERE IS NO EI' and a 'Description' field. The 'Instruction' field contains the following text:

EVACUATION ORDER
- Leave Now
- Immediate threat to life and property
- Do not wait

An Evacuation Order means there's an immediate danger to life and property. Everyone in the affected area needs to leave right now!

It is critical to follow all directions from law enforcement and other public safety officials to ensure you and your family evacuate safely.

Official information can be found at the following:
- <https://www.alertsandiego.org/>
- <https://www.twitter.com/SDSheriff>
- <https://www.twitter.com/CALFIRESANDIEGO>

The right sidebar shows the 'IPAWS CONFIG' section with fields for 'Alert Viewer' (LAB - OK), 'IPAWS Feed' (LAB), 'COG Id' (300039), 'Outputs' (WEA checked, EAS unchecked), 'WEA Type' (WEA Test), 'Alert Codes' (Required Weekly Test), 'Sender' (Ibernard), 'Category' (Safety), 'Response' (Evacuate), 'Urgency' (Expected), 'Severity' (Severe), and 'Certainty' (Likely). There are also 'Add' and 'Delete' buttons for geocodes.