Creating a Disaster Mode Record

See this guide for details for why Monitoring Companies may need to create a Disaster Mode event. When conditions warrant the creation of a Disaster Mode record, authorized users may create a new Disaster Event.

There are two types of **Disaster Mode** events: *Watch* and *Warning*.

- **Watch** just configures the event for the area that may be impacted by the weather or situation.
- **Warning** activates Disaster Mode for the area defined. This enables and activates any settings for Auto Log, Disaster Mode offset and/or delay on the Events.

Creating a Disaster Event

Disaster Mode is found under the Operations Menu.

1. Click the Plus (⬚) sign to add a new Disaster Event.
2. Choose if the event is a Watch or Warning.
3. Enter the Title and Description. Be specific and brief. This should inform anyone reading it as to the purpose and places effected.

4. If available and necessary, select the **Monitoring Group** where these events will land. If none, the events default to the Main Monitoring Company Group (0).

5. **Set the time frame**. This may be updated after the creation of the event if the issue extends past the time set.
6. **Choose the Effected area** by Zip/Postal code or Region/State.
   - Users may enter **individual Zip or Postal Codes**, if using Canadian postal codes, the first three characters are sufficient.
   - **Region/State,** choose one at a time and the **city** or **cities** in that area. The Zip/Postal codes automatically load.

7. Click **Add**
8. **Repeat** as required.
9. When done, click **DONE**.
10. The record loads for review. After reviewing the data as correct, click the **Save** (▣) button.