



EMERGENCY ACTION CHECKLIST



CHECKLIST 3.3.18 SENDING A “NIXLE” MESSAGE

June 16, 2010

USE THIS CHECKLIST FOR sending an authorized NIXLE message. You must have ADMINISTRATIVE permission to send NIXLE messages (you have an assigned ID and Password). **If exigent circumstances, emergency User ID and Password located in the RED BOOK (Emergency Action Checklists) on the plans shelf under the map. – SEE TAB 7**

1	Determine if intended message meets the NIXLE alert criterion (see step 2 below)	<ul style="list-style-type: none"> - Significant incident - Requires timely dissemination - More than “routine” information - Meets the test for one of the three “levels” - Best judgement - No other expedient method of dissemination
2	Message “levels” (scalable to the nature and scope of the incident)	<p>ALERT: Urgent information of significant incidents in progress (restricted use); limited to “warning” level incidents or used with multiple notices. Persons or property at risk. Action required</p> <p>ADVISORY: Information where vigilance and awareness are necessary, but does not have the timeliness or gravity of ALERT. Persons or property may be at risk if action is not taken.</p> <p>COMMUNITY: Messages of general community or neighborhood interest (other than routine news releases); may not have other avenues of dissemination.</p> <p>TRAFFIC: Notification of unique traffic conditions, temporary closures, short term detours, etc.; usually requested by law enforcement.</p>
3	Log on to NIXLE	https://agency.nixle.com/login
4	Enter User ID	(confidential - see RED BOOK, Tab 7)
5	Enter Password	(confidential - see RED BOOK, Tab 7)
6	Click on ADD NEW MESSAGE	Just below MESSAGE CENTER on the left hand column
7	Select MESSAGE TYPE	Click on the button beside ALERT, ADVISORY, COMMUNITY, or TRAFFIC (per step 2 above)
8	In the MESSAGE TEMPLATE select OPEN/NO TEMPLATE	This leaves the message format open
9	Enter brief message text in SMS MESSAGE field	117 characters max; briefly describe what-where-when, etc.
10	Enter full text in EMAIL/WEB MESSAGE	Greater detail than SMS Message; can cut-and-paste

	field	from Word documents
11	Select BROWSE in ATTACH PHOTO 1 field	If there is no appropriate photo provided (missing person, etc.) enter DEM logo pic from file (JCDEM-s.bmp)
12	In INCLUDE INCIDENT LOCATION select YES if location known	Location will be mapped.
13	Under SEND THIS NOTIFICATION TO indicate ENTIRE JURISDICTION or an ADDRESS AND RADIUS	If ADDRESS selected (by selecting the GO button) scale the radius with the slide button
14	Select PREVIEW MESSAGE	Incomplete fields will be shown in red.
15	Preview will show PRIORITY (selected "Level") ENTERED ON (current date time) TEXT CONTACT INFORMATION	Edit message if any data incorrect. Then select SAVE MESSAGE.
16	When you press SAVE MESSAGE the message will be sent	