ACTIVATING, CONFIGURING, AND TESTING VEEWS

Valcom's Emergency Communication Panel

Valcom's Earthquake Early Warning System (VEEWS) was developed in partnership with the USGS and is powered by **ShakeAlert®** to deliver warnings seconds in advance of shaking at any specific location. These warning messages are intended to provide those receiving them with the time to "Drop, Cover, and Hold On" (DCHO) or take other protective actions.

This guide is intended to provide the knowledge necessary to commission a new VEEWS account with Valcom's Emergency Communication Panel, VIP-895-E from activation through configuration and testing.

Emergency Communication Panel System Requirements & Notes for VEEWS

- ☐ Internet access configured properly
- ☐ Established Group Codes
- ☐ Properly configured NTP
- ☐ Broadcast endpoints installed (speakers, horns, signs, etc.)
- ☐ Access VIP-895-E Technical Specs & Installation Manual at https://www.valcomes.com
- ☐ VEEWS can also be commissioned through a Application Server (separate document)

ACTIVATING VEEWS

Step 1: Acquire and Enter a VEEWS Activation Key

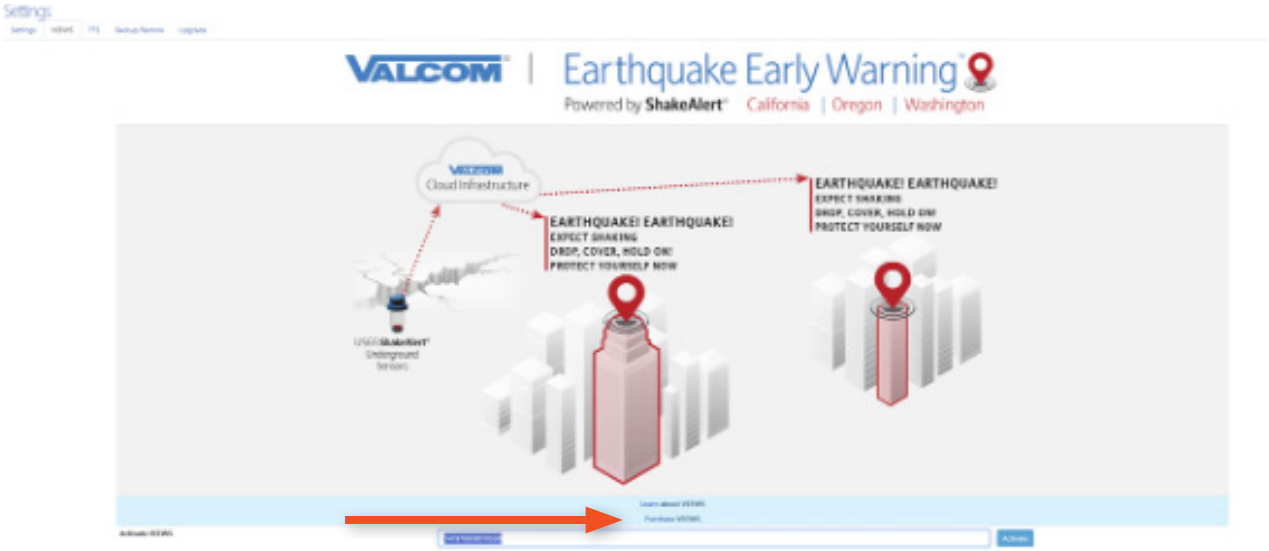
VEEWS Activation Keys are unique to each Emergency Communication Panel specific to the site/location (physical mailing address, latitude, and longitude) where VEEWS service will deliver alert messages.

Emergency Communication Panel

After logging into the Emergency Communication Panel's IP address navigate to **Settings -> VEEWS**.

***NOTE:** There is a "Learn More" option to build knowledge of VEEWS and the USGS' **ShakeAlert®** system before making a purchasing decision. This is beyond the scope of this document.*

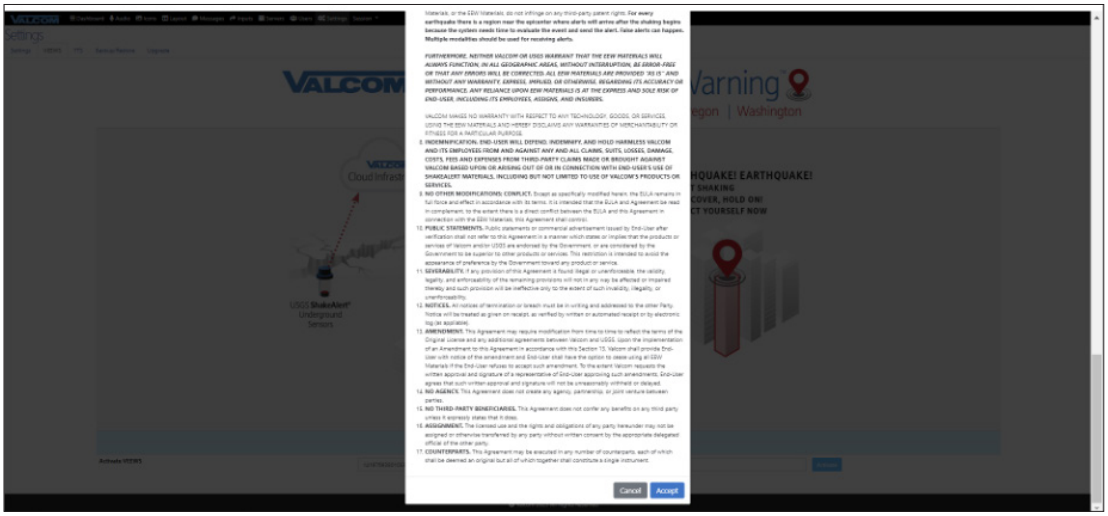
IF an Activation Key is needed, click on "**Purchase VEEWS**" and follow requisite steps to obtain a key. The key will be provided via email.



IF an Activation Key has already been acquired, enter the Activation Key in the text box at the bottom that says: "Enter Activation Key, provided via email after purchase", and click "**Activate**".

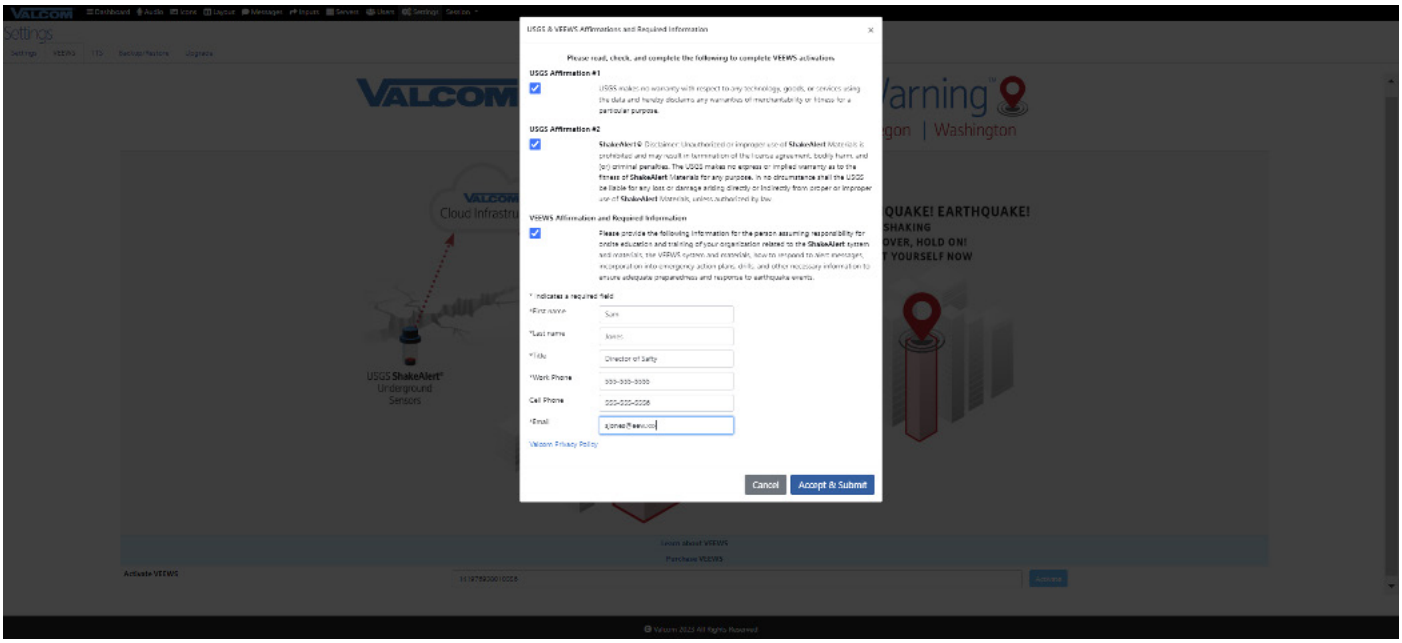
Step 2: Accept the EULA

VEEWS contains a supplemental End User License Agreement (EULA). Read through and click "**Accept**".



Step 3: USGS Disclaimers and Training Affirmations

You will now need to affirm two USGS disclaimers by checking their respective boxes. Additionally, an identified individual will need to acknowledge responsibility to deliver end-user training to individuals on-premise who will be receiving and responding to VEEWS messages; this step also requires the input of first and last name, title, email, work phone, and cell phone (optional) for this person. Information gathered in this step will be usedsolely for reporting purposes required by the USGS and communications regarding the Emergency Communication Panel and VEEWS.



After completing the required information, click “**Submit**”.
A new graphical user interface (GUI) is presented and a “Service Not Running” status message is displayed.

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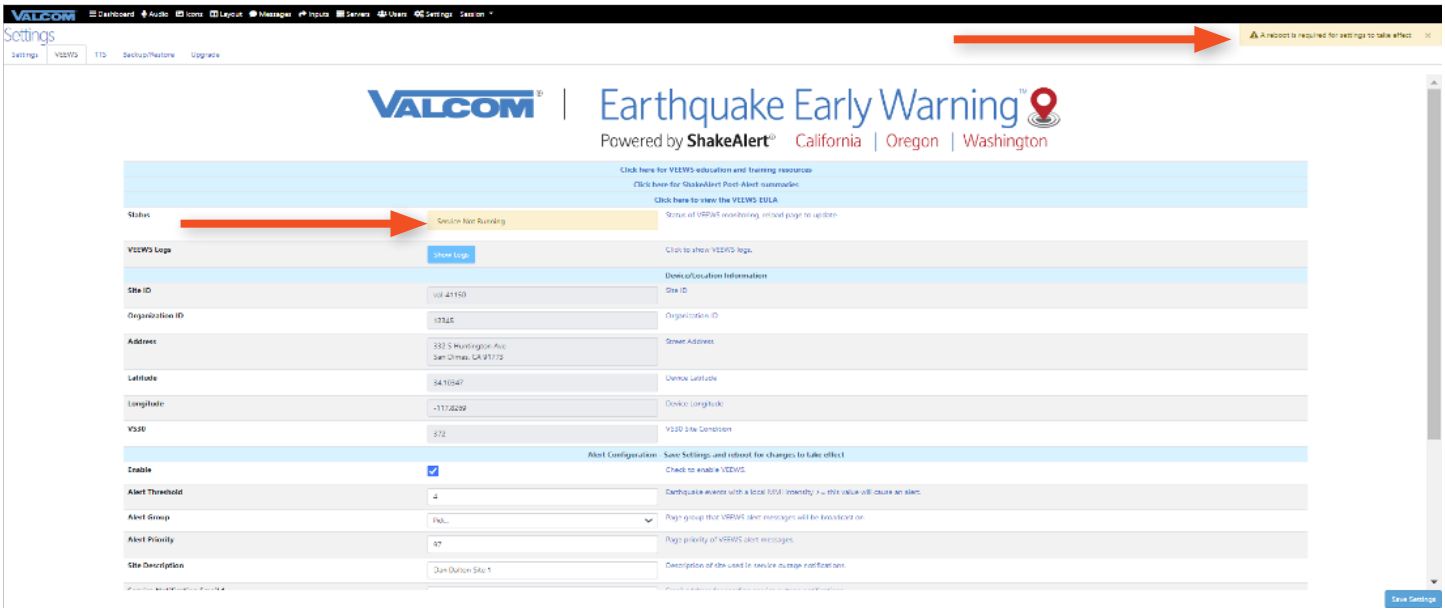
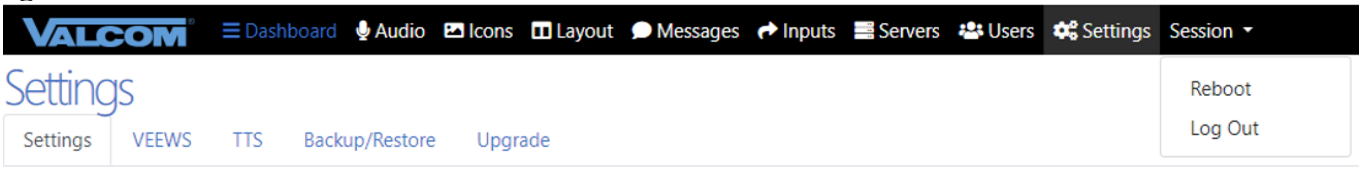
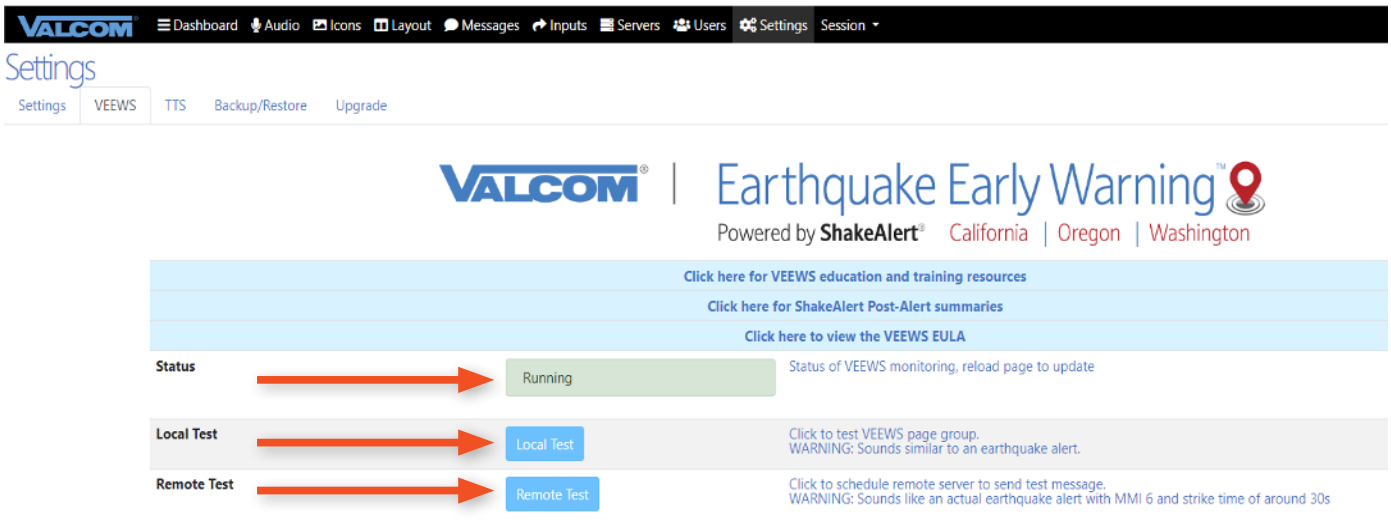


IMPORTANT: To complete activation you must now reboot the Emergency Communication Panel.

Navigate: Session -> Reboot.

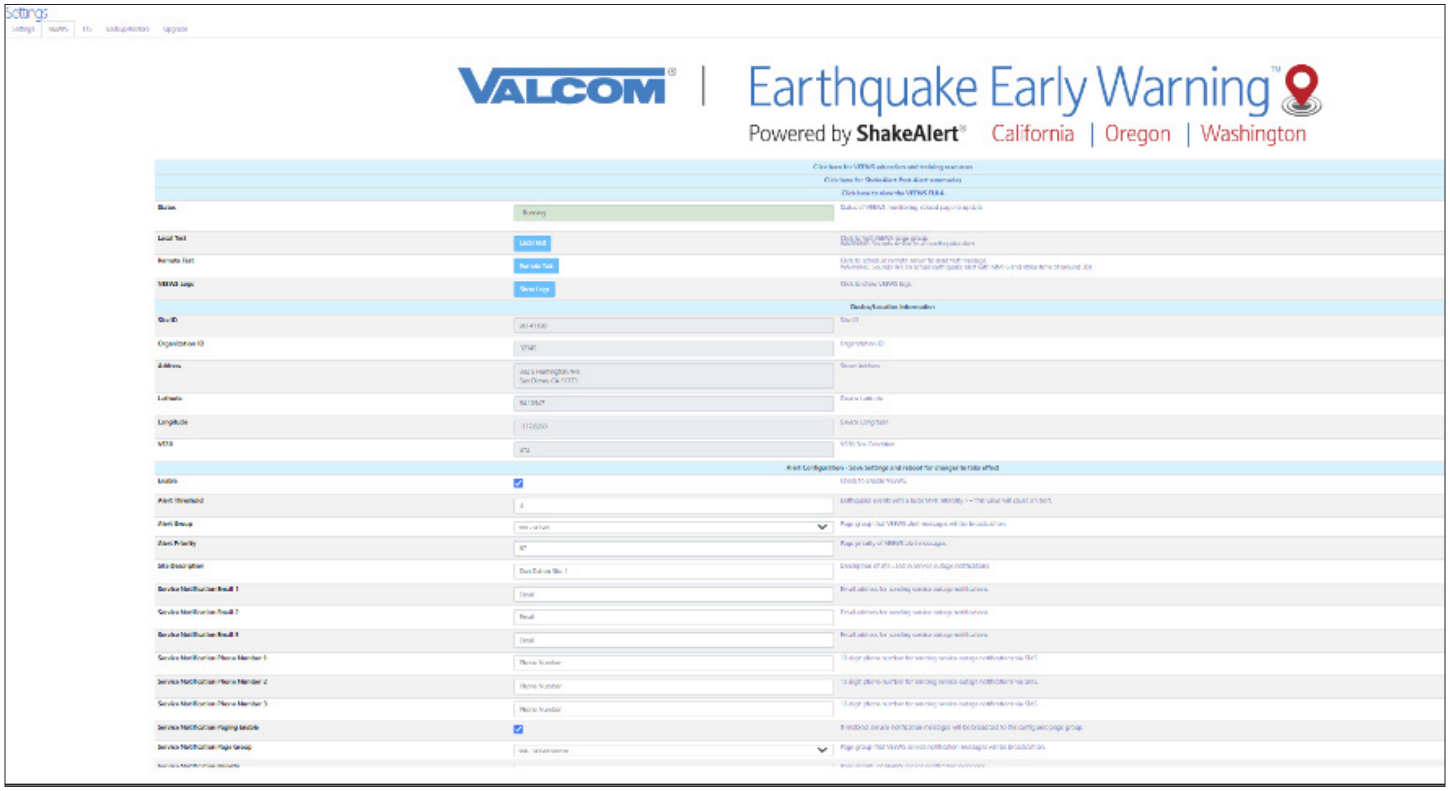


After Reboot the VEEWS status is changed to “Running” and two test buttons are added to the GUI:



IMPORTANT: Though activated, you must now configure VEEWS for proper message delivery.

ORIENTATION TO THE VEEWS GUI



1) Account Information

These details are predetermined at the time of purchase, tied to your physical address, and are not editable. The exact coordinates are important in determining when an earthquake alert message will be broadcast to your location.

Device/Location Information		
Site ID	val-41150	Site ID
Organization ID	12345	Organization ID
Address	332 S Huntington Ave San Dimas, CA 91773	Street Address
Latitude	34.10347	Device Latitude
Longitude	-117.8269	Device Longitude
VS30	372	VS30 Site Condition

If these values are found to be in error, you will need to contact Valcom Technical Support support@valcom.com for assistance in updating.

2) Configuration Settings

There are two groups of settings: Alert Settings and Notification Settings.

Alert Settings: These determine when and where earthquake alert messages will be played on-site.

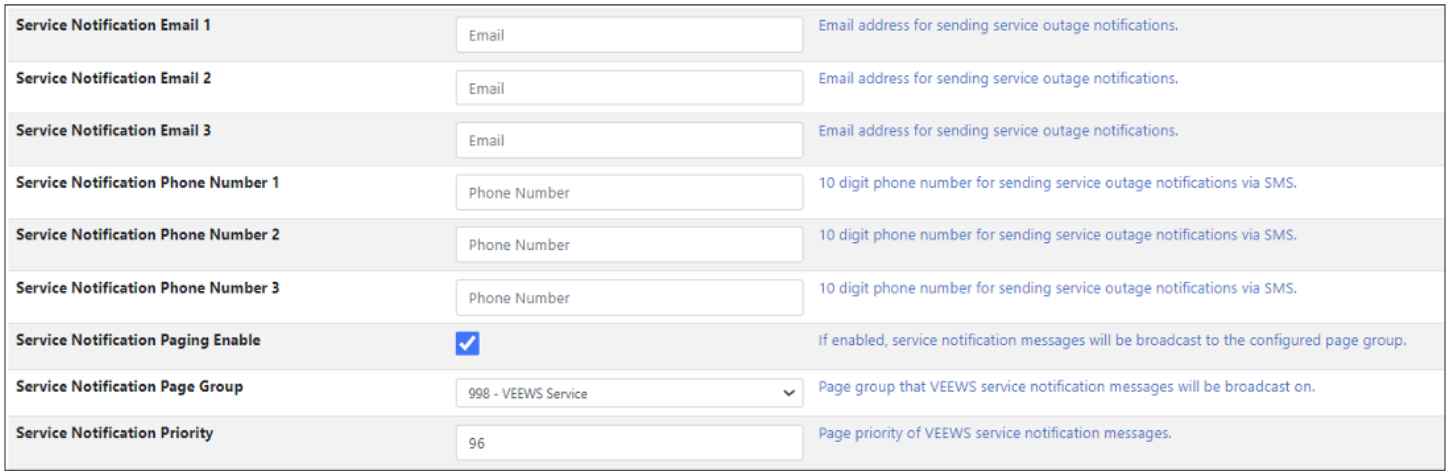
Alert Configuration - Save Settings and reboot for changes to take effect		
Enable	☑	Check to enable VEEWS.
Alert Threshold	4	Earthquake events with a local MMI Intensity >= this value will cause an alert.
Alert Group	999 - VEEWS	Page group that VEEWS alert messages will be broadcast on.
Alert Priority	97	Page priority of VEEWS alert messages.

Alert Threshold: This value determines the level at which an earthquake alert message will activate and play based upon the Modified Mercalli (MMI) Intensity Scale*. This is NOT the same as magnitude, but rather an estimate of the expected shaking intensity for an earthquake event at your location. Algorithms have been developed that take into account factors such as magnitude, distance from epicenter/fault rupture, and soil type in order to generate estimated shaking at specific sites. The default value is 4 (light shaking) on the MMI Scale. *Any adjustment should be given extreme consideration to avoid missed earthquake alert messages.*

Alert Group: This identifies the endpoints (audio and visual) that will receive and broadcast messages. Typically, this will be the same Group Code that is used for other emergency mass notifications and includes speakers, horns, signs, and desktop alerts.

Alert Priority: Determines the level at which incoming messages will be played over other daily, scheduled, or even emergency events. The default value is 97, which leaves a small margin for creation of events that can overtake an earthquake alert message. *Consider any adjustments carefully within your organization's existing message priority schema.*

Service Notification Settings: VEEWS provides multiple forms of notification for any interruption in service (network outage, **ShakeAlert**® server offline, etc.). These are disabled by default. Use of all three methods (Email, Phone, and Paging) is highly recommended, if possible.



Service Notification Email: Notification can be made via email. It is recommended to use a group email alias to notify multiple responsible parties (e.g.- administators@yourorganization.com).

Service Notification Phone Number: Text notifications can also be sent regarding service status.

Service Notification Paging Enable: Check this box to activate paging service notification settings.

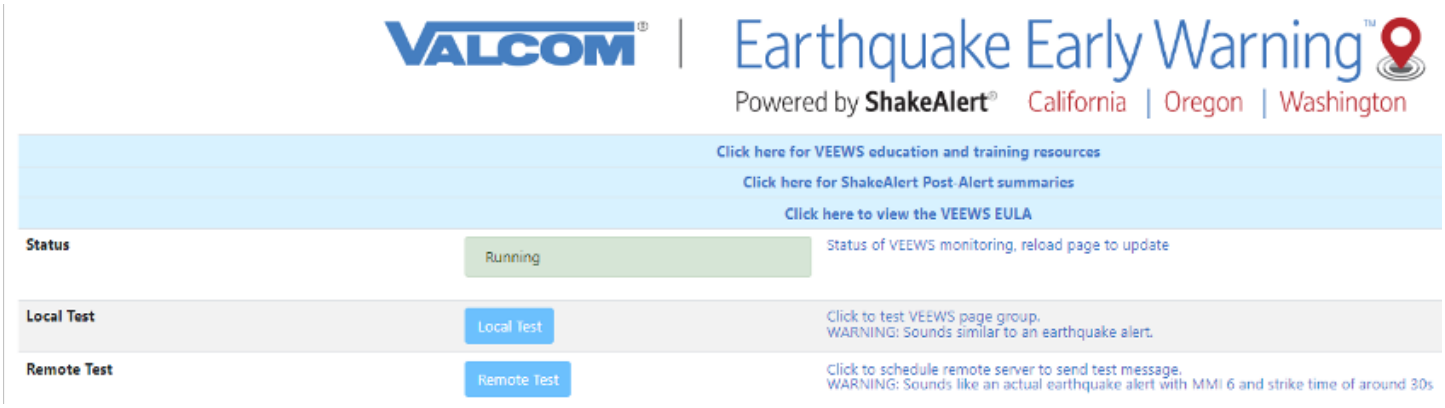
> **Service Notification Page Group:** This identifies a group of on-site endpoints to broadcast an audio and/or visual service notification. Valcom VL520 or VL550 IP Speaker-with-Text and Flashers are good options. This group will likely include administrative, security, IT, and/or facilities/operations offices and staff.
>
> **Service Notification Priority:** As with Alert Settings, a priority for broadcasting service messages can be designated. Due to service status importance, the default is set to 96, just under the threshold for an actual earthquake event. This removes any potential conflict with a real earthquake alert message that may already be in progress. Consider any adjustments carefully within your organization's existing message priority schema.

Advanced Settings: These functionalities are currently under development.

3) VEEWS Status, Testing, and Resources

Status – VEEWS status is indicated in the uppermost box as “Running” or “Not Running”.

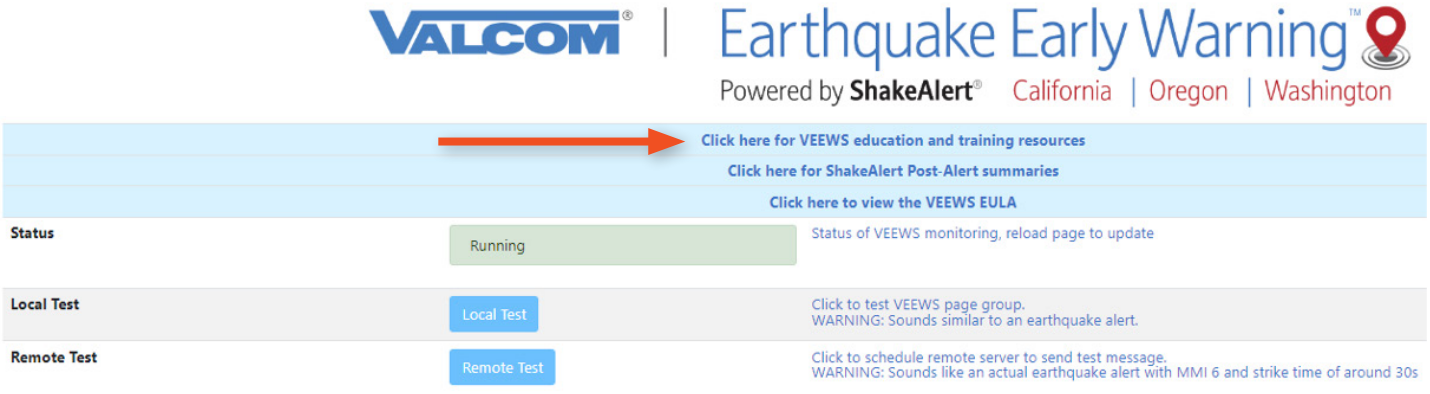
Testing – VEEWS offers two methods of onsite testing:



Local Test: Use this functionality to ensure that identified Alert Settings: Group Code *broadcasts a simple, local test message* as intended on-premises.

Remote Test: Use this functionality to ensure messages are received and *played from VEEWS cloudservice* through identified Alert Settings-Group Code; also useful for on-premise earthquake drills.

Education and Training Resources – VEEWS provides online access to just-in-time materials to build understanding of VEEWS, **ShakeAlert**®, earthquake preparedness, and more; with a particular emphasis on end user training for those who will be receiving early warnings and how to respond appropriately. Be sure to check back often, as resources will be continuously added and updated.



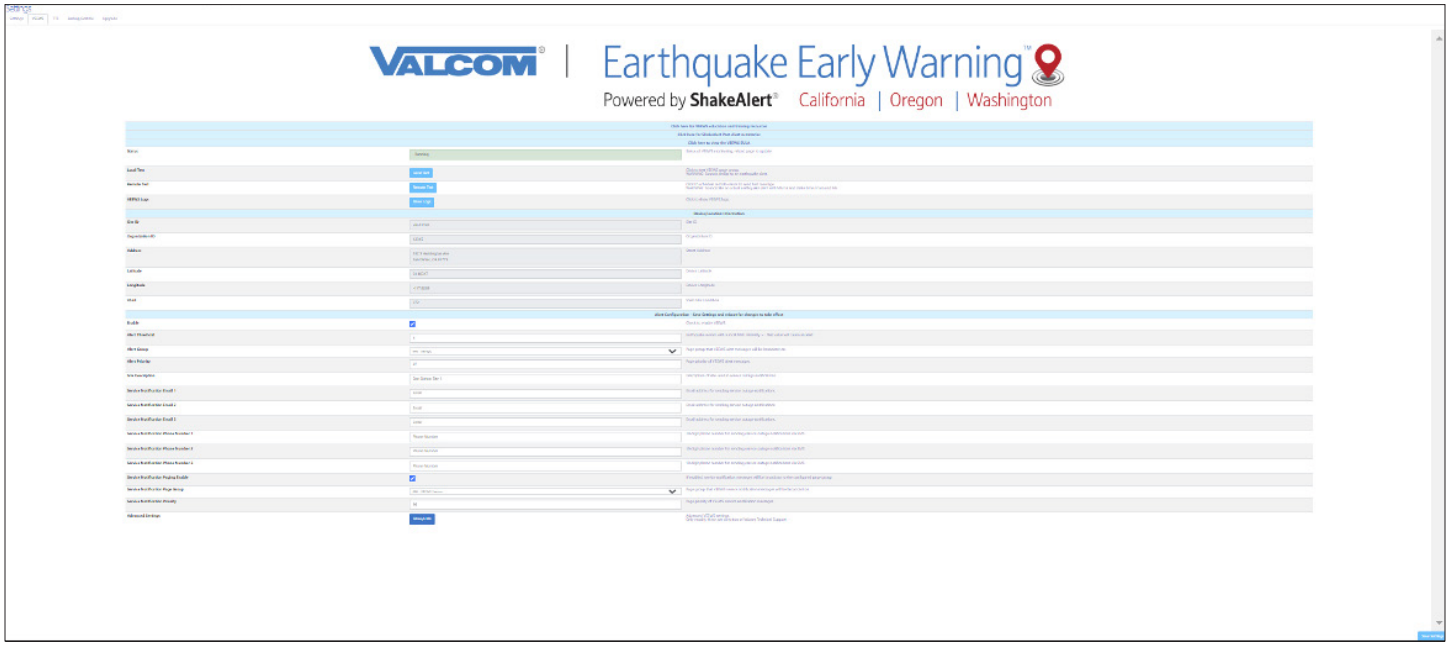
CONFIGURING VEEWS ALERT AND NOTIFICATION SETTINGS

Using the information and definitions above, assign each of the following, then click "**Save Settings**":

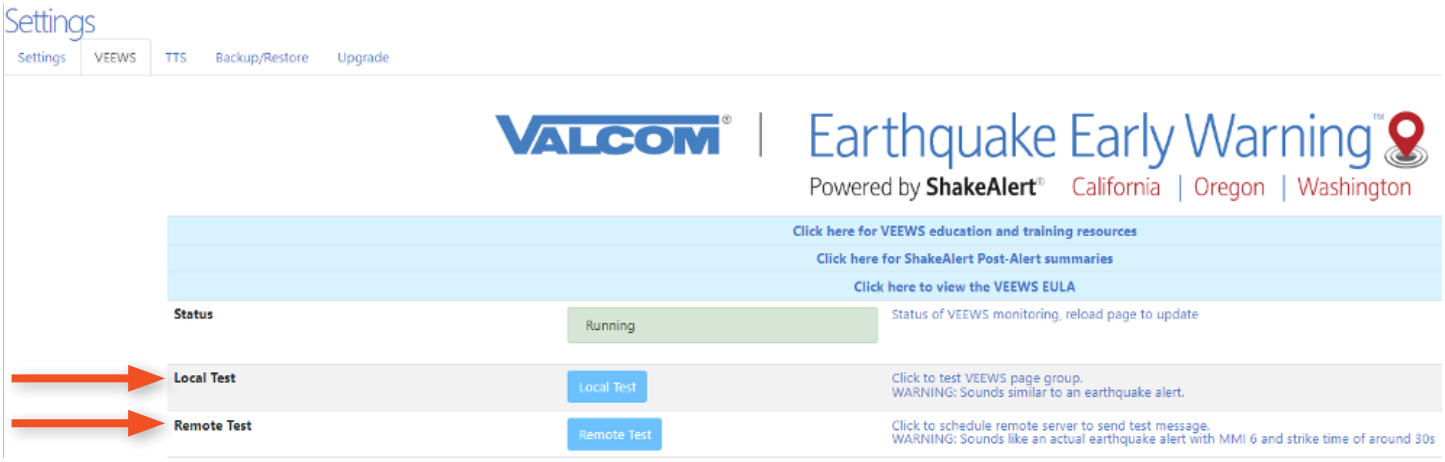
Alerts Settings
Threshold - adjust only if necessary, exercise extreme discretion
Group - should be of an emergency all call type
Priority - adjust only if necessary, within existing priority scheme for daily and emergency paging

Service Notifications
Email - recommend using an email alias for a defined group of recipients
Phone Number - input a primary contact to receive SMS notifications
Paging Enable - check the "**Enable**" box
Page Group - should be designated for administrators, IT, facilities, operation, and/or security offices and staff
Priority - adjust only if necessary, within existing priority scheme for daily and emergency paging

IMPORTANT: To complete configuration you must reboot the Emergency Communication Panel after Save Settings.



TESTING VEEWS



VEEWS offers two methods of onsite testing as described below. These tests are available for two reasons: 1) Following activation and configuration of the system it is best practice to test that everything on-premise is working properly; and, equally important, 2) Allow for drills to practice proper response to incoming earthquake alert messages in a controlled manner.

NOTE: It is important to notify anyone on site whenever VEEWS is being tested.

Local Test

The primary intended use of the Local Test is to ensure all VEEWS files, events, and playlists have properly generated, the indicated Group Code is activating all defined endpoints properly, and to verify that the Alert Priority is being correctly applied. All actions associated with this test occur on the local network.
When activated, the Local Test will play the following message two times:

<2 x KLAXON>
EARTHQUAKE!
THIS IS A TEST. THIS IS A TEST. THIS IS A TEST.

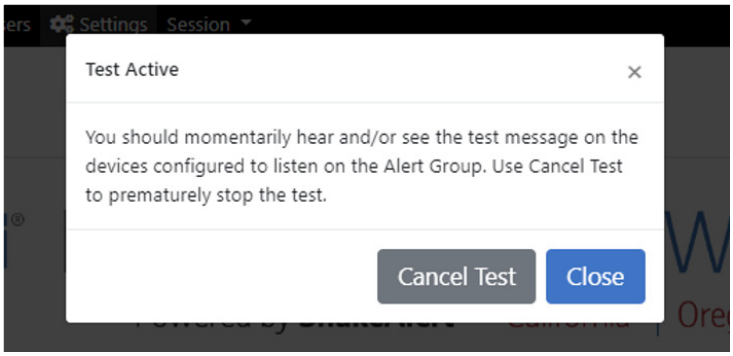
Remote Test

The Remote Test ensures everything the Local Test does, in addition to testing your connection to the VEEWS cloud-based service. This test simulates a real earthquake event. Therefore, **it is very important to notify everyone onsite when it is being run. The Remote Test is good for use in Emergency Action Plan (EAP) drill events.**

When activated, the Remote Test will play the following message two times:

<2 x KLAXON>
EARTHQUAKE! EARTHQUAKE!
EXPECT SHAKING. DROP, COVER, HOLD ON.
PROTECT YOURSELF NOW

Canceling Tests



After a test has been activated a "Test Active" modal will appear. **If desired**, click on "**Cancel Test**" to stop audio and text messages immediately and abort the test.

Additional Testing Option

In rare instances, you may wish to execute a full-system test that is triggered by a simulated earthquake event executed by our Engineering Development Team interfacing with the **ShakeAlert**® system. This involves our team signaling the **ShakeAlert**® system to push an event to your specific location and *requires advance coordination and scheduling*. These should only be conducted under specific circumstances such as troubleshooting your VEEWS set-up. Contact earthquake@valcom.com to determine if this type of test is appropriate to your VEEWS implementation.

Modified Mercalli Intensity Scale

CIIM Intensity	People's Reaction	Furnishings	Built Environment	Natural Environment
I	Not felt			Changes in level and clarity of well water are occasionally associated with great earthquakes at distances beyond which the earthquakes felt by people.
II	Felt by a few.	Delicately suspended objects may swing.		
III	Felt by several; vibration like passing of truck.	Hanging objects may swing appreciably.		
IV	Felt by many; sensation like heavy body striking building.	Dishes rattle.	Walls creak; window rattle.	
V	Felt by nearly all; frightens a few.	Pictures swing out of place; small objects move; a few objects fall from shelves within the community.	A few instances of cracked plaster and cracked windows with the community.	Trees and bushes shaken noticeably.
VI	Frightens many; people move unsteadily.	Many objects fall from shelves.	A few instances of fallen plaster, broken windows, and damaged chimneys within the community.	Some fall of tree limbs and tops, isolated rockfalls and landslides, and isolated liquefaction.
VII	Frightens most; some lose balance.	Heavy furniture overturned.	Damage negligible in buildings of good design and construction, but considerable in some poorly built or badly designed structures; weak chimneys broken at roof line, fall of unbraced parapets.	Tree damage, rockfalls, landslides, and liquefaction are more severe and widespread wiht increasing intensity.
VIII	Many find it difficult to stand.	Very heavy furniture moves conspicuously.	Damage slight in buildings designed to be earthquake resistant, but severe in some poorly built structures. Widespread fall of chimneys and monuments.	
IX	Some forcibly thrown to the ground.		Damage considerable in some buildings designed to be earthquake resistant; buildings shift off foundations if not bolted to them.	
X			Most ordinary masonry structures collapse; damage moderate to severe in many buildings designed to be earthquake resistant.	