



# Risk Quick Tips . . . .

## NotiFind Reminders

Volume 1, Issue 7  
April, 2008

The following tips are provided to assist you as a Continuity of Operations (COOP) administrator to develop messages in NotiFind, the State's emergency notification system. All you need to get started is the username, password, and instructions emailed from our office in the past week.



When you create your first message for employees on what to expect when emergency notification information is sent out, send it to yourself to make sure there aren't any glitches before you send it to the intended recipients.

Remind recipients to watch for the following identifiers which will tell them they are receiving an emergency notification:

- State NotiFind email address: [ND911\\_emergencynotification@nd.gov](mailto:ND911_emergencynotification@nd.gov); and
- NotiFind phone number: 701-328-0911.

The emergency notification system is only as good as the phone and cell numbers and/or email addresses entered into PeopleSoft. Maintaining updated information in PeopleSoft is going to be critical at a time of an emergency. Remember, information from PeopleSoft is imported into LDRPS every two weeks and then used in NotiFind. Telephone numbers in PeopleSoft need to be entered with an area code and separate in them, for example 701/328-7584.

Escalation rules can be set up in the NotiFind system so that your messages are delivered to certain devices, individuals or lists, for a specified amount of time, or to fill a quota. Please feel free to create your own escalation rules that meet your entity's needs. There are a number of scenarios in which to set up escalation rules. Consider who needs to receive the message, which devices to contact, and if there should be a time delay before contacting the next device.

Risk Management is working on some finishing touches to Message Center which is also available within the NotiFind system. When Message Center is fully functional an email along with instructions will be sent to each entity's COOP administrator that has received the username and password.

Instruct your employees to have access to their employee IDs. Employee ID's will be used to identify employees logging into the system. The IDs will be used to retrieve messages and to access Message Center.

Some additional items to consider:

- Possibly recording your own notifications; and
- Who else will be able to activate the system if needed.

It is recommended that any custom list, escalation rule, calling tree, or team that is created by your entity have some type of a naming convention. Consider using your entity's name or building designation to identify any kind of list, rule, calling tree, or team. Any calling trees or teams that have been created in LDRPS should be updated with a naming convention as well.

Test the system until you feel comfortable with it. Continue testing the system at least every six months.

