

## Course Outline

Security Center: Evacuation Assistant Operator Training	
<b>Code</b>	SC-OEV-001
<b>Level</b>	Beginner
<b>Duration</b>	Less than 30 minutes
<b>Target audience</b>	Security Center Operators, Mustering Captains, Security Personnel
<b>Prerequisites</b>	SC-SOT-001 Synergis Operator Training recommended
<b>Objectives</b>	<p><u>Upon successful completion of this course the participant will be able to:</u></p> <ul style="list-style-type: none"> <li>• Start and stop evacuations on areas</li> <li>• Generate reports on the evacuation status of cardholders and areas</li> <li>• Add evacuation area information to a Security Center dashboard</li> <li>• Monitor active evacuations using the Evacuation Assistant web portal</li> <li>• Modify cardholder states from the portal and add missing cardholders</li> </ul>
<b>Certification</b>	This is a non-certification course.

**Important notice:** The included course material is intended for use with the Genetec Evacuation Assistant plugin, and is not related to the Security Center Mustering Task feature. For more information on the Mustering Task, please see the Mustering Task Guide in the TechDoc Hub.

Topic	Description
<b>Module 1:</b> <i>Starting and Stopping an Evacuation with the Evacuation Assistant</i>	<ul style="list-style-type: none"> <li>• Starting an evacuation</li> <li>• Stopping an active evacuation</li> <li>• Generating evacuation reports</li> <li>• Adding evacuation details to a dashboard</li> </ul>
<b>Module 2:</b> <i>Monitoring an Evacuation Using the Evacuation Assistant Portal</i>	<ul style="list-style-type: none"> <li>• Logging on to the web portal</li> <li>• Home page overview</li> <li>• Evacuation page information</li> <li>• Cardholder details</li> <li>• Managing cardholders during an evacuation</li> </ul>