



# ITU Asia Pacific Centres of Excellence Training Workshop on The Use of Telecommunication/ICTs in Disaster Management



20-23 November 2012

Pullman Hotel G Silom, Bangkok, Thailand

## Exercise 1: Issuing Alerts

### Quick Reference Guide to CAP-enabled Messaging

#### Purpose

Quick guide will provide instructions for creating and issuing a CAP formatted message. We will use the the Common Alerting Protocol (CAP) Emergency Data Exchange Language (EDXL) -enabled Sahana Messaging Broker (SAMBRO). This guide is intended for the participants attending the NBTC-ITU hosted workshop.

Access the software through this URL: <http://110.164.198.195/sahana>

#### Objectives

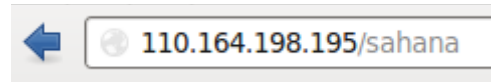
- 1) Use the template created for generating a alert for your country
- 2) issue the alert to your group through email, SMS, and Web

**FOLLOW THE INSTRUCTIONS GIVEN IN THE SUBSEQUENT SECTIONS**

# Sahana Messaging Broker (SAMBRO)

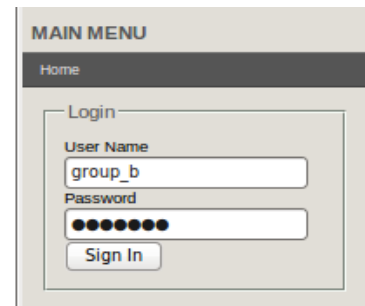
## 1.1) Accessing SAMBRO

**Step 1:** To access SAMBRO type the URL in your browser: <http://110.164.198.195/sahana>



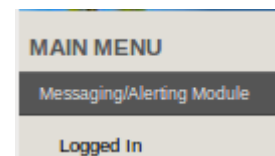
**Step 2:** Login in to the software with the User Names and Passwords assigned to your group. The convention is such: **username=group\_\*** replace the \* (asterisk) with the lower-case letter of your group name and **password=changeme**.

For example, if you are assigned to group 'B', then the username=groub\_b, password=changeme



## 1.2) Open SAMBRO application

**Step 1:** Click the black **MAIN MENU** item: Messaging/Alerting Module



## 1.3) Add Contacts

**Step 1:** In the **MESSAGIN/ALERTING MODULE** blue menu, click the sub-menu item **Contacts** (second menu item from the top)

**Step 2:** The menu will expand. Click on **Add Contact** (first sub-sub-menu item under Contacts sub-menu). Enter the details of a group member in the form.



Name = *Your first name*

Full Name = *Your first name and last name (surname)*

Group= Team-\* (replace \* with your group Name: A, B, C, ...)

Preferred method of contacting = both

Primary mobile Number = *your mobile number*

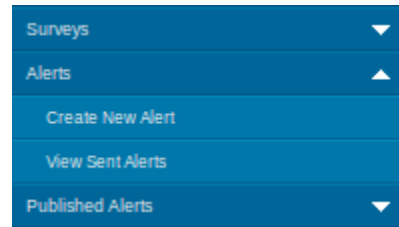
Primary email = *your email*

**Step 3:** Click the Save button to save the contact.

*Continue Step 1 – 3 until you have added a few members of your team (3-5 members).*

### 1.3) Create New Alert

**Step 1:** Click the sub-menu item **Alerts** (seventh sub-menu item). After the menu item expands, click Create New Alert (first sub-sub-menu item).



**Step 2:** The software will ask you to select mode: **CAP** or **EDXL**. Select the CAP bullet item.

A screenshot of a 'Select Mode' dialog box. It contains two radio buttons: 'CAP' (which is selected) and 'EDXL'. Below the radio buttons is a text input field labeled 'Name' containing the text 'test\_cyclone\_groupA\_20121023'. At the bottom, there are two more radio buttons: 'Existing Alert Template' (selected) and 'New Alert'.

**Step 3:** Thereafter, enter an appropriate name for the alert, e.g. test\_cyclone\_groupA\_20121023. Thereafter, click the Existing Alert Template bullet item.

**Step 4:** The GUI will auto-fill most of the text boxes with default values. Do not change the default values. Complete the **Sender** with the sender's email address.

A screenshot of an alert creation form. It contains several fields with pre-filled values: 'Message Identifier' (2.49.0.1.144.1-scdmc.hih-1), 'Date Created' (2012-11-16), 'Sender' (nuwan@lirneasia.net), 'File Type' (cap), and 'File Version' (1.1). Each field has a red asterisk to its right, indicating it is a required field.

**Step 4:** Click the **Next** button to continue.

**Step 5:** To select the appropriate template for the exercise, click on the hyperlink "**tropical cyclone**". The template will open with pre-populated CAP values of a typical message.

**Step 6:** In the Alert tab, leave the default values as they are, simply change the **Status** from Draft to '**Exercise**'.

**Step 7:** Thereafter, click on the **Information** tab at the top (tab immediately right of the Alert tab). Complete the following information:

**Priority** = "High" (or any value you wish)

**Sender Name** = Actual name the person authorized to issue Met alerts (e.g. Dr. Susie De Silva). This may be different from the Sender defined in the Information tab.

**Headline** = Replace XX with an appropriate category (e.g. IV) and the COUNTRY to reflect the country you are issuing the alert for (e.g. Sri Lanka)

**Description** = A category NUMBER tropical cyclone has been detected by the ORGANIZATION. The cyclone is currently DISTANCE Km off the DIRECTION coast of COUNTRY travelling in a DIRECTION direction. It is expected to pass through land at TIME on DATE. The cyclone is expected to generate wind speeds up to WINDSPEED Km/h. You are advised to exercise safety measures.

**Response Type =**  
**Effective Date =**  
**Onset =**  
**Expire Date =**

**Step 7:** Now click on the **Area** tab to define the alert affective geographic location.

**Step 7:** Finally, click on the Update button at the bottom of the form. You may click the update button anytime during the process of creating a new alert. Thereafter, find it in the view alerts sub-sub-menu to continue editing the message or to send the finalized message.

### 1.3) Issue an Alert

**Step 1:** Expand the Alert sub-menu, then click on View Alerts sub-sub-menu. Find your alert message in the list and click the hyperlink to access that message. Thereafter, click the hyperling **Send**.

Alert Information

Message ID : 2.49.0.1.144.1-scdmc.hih-1353559392  
Message Name : test\_trasport  
Mime Type : cap  
Alert Version : 1.1  
Author : nuwan@lirneasia.net  
Message Type : cap

[Send](#) [Update](#) [Delete](#)

**Step 2:** Select the groups (or teams) name or individuals. Else add any other recipients you wish to send the message to by entering their phone number and/or email address. Thereafter, click **Next--> Alert Type** to proceed to the next step.

Select Contacts

Recipient List

{sthihmsg-2819: Team-B: team},  
nuwan@lirneasia.net,  
+94773710394

Contacts

☒ Groups

- [Team-A](#)
- [Team-B](#)
- [Team-C](#)
- [Team-D](#)

**Step 3:** Select the network and application channels you wish to transmit the message. Thereafter, click Next → Transform message. You will see the different type of messages that are to be issued over the channels.

**Step 3:** Finally click send to submit the messages

Select Delivery Type

Delivery Category	Delivery Type	Select
Short Text	SMS	<input checked="" type="checkbox"/>
	HF	<input type="checkbox"/>
	RDF	<input type="checkbox"/>
	Email	<input type="checkbox"/>
	Tweet	<input checked="" type="checkbox"/>
Long Text	Email	<input type="checkbox"/>
	Web	<input checked="" type="checkbox"/>
	VoiceXML	<input type="checkbox"/>