Pikmykid Emergency Alert

Thank you for choosing the Pikmykid Emergency Alert System to increase the safety of your school community. Though the EAS tool is user-friendly and self-explanatory, we like to provide some setup tips to help your school become familiar with the safety platform.

Log Into Your Session On The School Portal

Website: schools.pikmykid.com
User ID: Your Email Address
Password: Your Personal One

Please select your name in the upper right corner to edit your profile (including your password).

To Access Your Emergency Alert System (EAS)

1. Log into your school portal.
2. Select the settings wheel in the upper right-hand corner.
3. Select "emergency".

Set Up Your Contact Groups

This will allow you to set up separate groups (besides the default all staff group) for various types of emergencies. Example, you can add the custom fire and police contacts for your school as well as an admin only contact group.

1. Log into your portal.
2. Select "Emergency" from your settings wheel.
3. Select "Contact Groups" from the left.
4. Select "Create New Contact Group".
5. Create a name for the group and select "Create Group" to save.
6. To add contacts to your groups:
   a. Select "Add New Contact" from the contact box you want to edit.
7. Fill out the information with the new contact.
8. Select "Save Contact" to save.

Adjust Your Emergency Messages

This will allow you and your staff to choose from custom emergency messages with familiar verbiage.

1. Log into your portal.
2. Select "Emergency" from your settings wheel.
3. Select "Messages" from the left side.
4. To edit the provided default messages:
   a. Select the pencil icon under Actions.
   b. Make the desired changes and select "Update Message" to save.
5. To create a custom message:
   a. Select "Add New Message".
   b. Fill out the information and select "Save Message" to save.

Please make sure to choose the correct recipients for each message; by default All Teachers will be selected.

Plan An Emergency Drill

This will allow you and your staff to confirm proper set-up and also confirm correct emergency contacts.

1. Please provide your staff with the Emergency Alert Staff Guide PDF so they can download the app, add the Emergency numbers in their phone, and set up Emergency Bypass.
2. Ensure your emergency contacts are aware that the alert they will be receiving will be a Test Drill.
3. Edit the "Pikmykid Emergency App Test Drill" custom message to make sure the recipients are as desired.
4. To send the drill message:
   a. From your portal select the "Report Emergency" red button from the bottom left corner, then select "Test Drill Message" on the next screen and follow the instructions. Select "Send Message" when ready.
   b. From your Pikmykid Staff App select "Test Drill Message" from the list and follow the instructions. Select "Send Message" when ready.

Need Help?

For additional assistance please contact success@pikmykid.com