Quick Reference Guide: Printing Alarm Notification Signs

1) Log in to NSIS as a Principal Investigator or Safety Designate and select the appropriate lab and Principal Investigator.

2) Click on the notepad-and-pencil icon next to “Equipment Alarms” in your “To Do” list. (If you do not see “Equipment Alarms” try the “Safety Forms” tab. If you have not created any equipment alarms, you will need to start in "Edit," "Safety Evaluation," and check "Yes" next to the equipment alarms question.)

3) Read through the text. Then check the “Yes” button, and click on “Next Screen.”
4) Read through the alarm classification text, and Click “Next Screen.”

5) Click on “Add New Alarm.”

6) Check the button next to alarm type, and describe the appropriate response in the box.
7) Check the button next to the appropriate alarm sound and click "Next Screen."

8) Choose the appropriate room. Note: If you must add a new laboratory, you may do so now, but you will then have to begin the sign-preparation process again from step 2.

9) Choose the appropriate name and phone numbers for your primary emergency contact. If not listed, click “Add New Contact Person.”
10) Choose or add the appropriate name and phone numbers for your alternate emergency contact.

![Image of Alternate Emergency Contact page]

11) Confirm that the information is correct, and click “Next Screen”.

![Image of Confirm Equipment Alarm Information page]
12) Click on the printer icon next to the location for which you want to print a sign.

13) Click on the “EM_HRA” link.

14) The sign will be displayed as a pdf. Print the image using your browser's “Print” function.

15) You can pick up a plastic sleeve for your sign from the Office for Research Safety in Tech NG-71 (Evanston) or Ward B106 (Chicago).

Additional “quick guides” for commonly performed NSIS tasks can be found at http://www.research.northwestern.edu/ors/nsis