



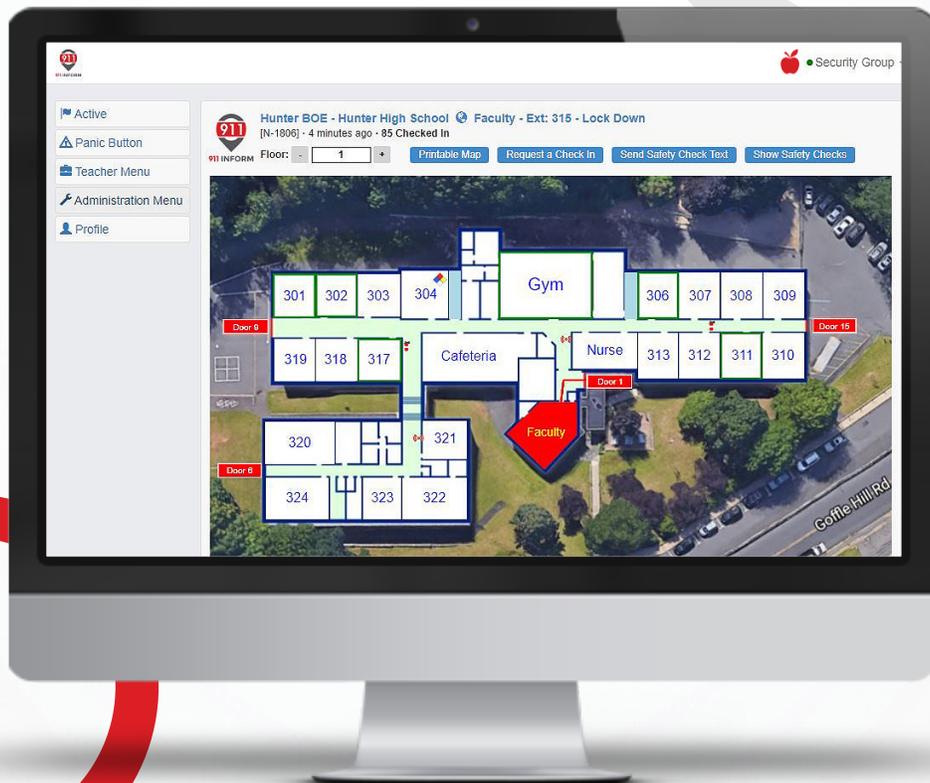
911 INFORM

USER MANUAL
·ADMINISTRATOR·



Administrator

INTERFACE & FUNCTIONALITY



Types of **Emergency** Notifications

- 911 Calling
- Bomb Threat
- Fire
- Health & Wellness
- Lock Down
- Lock Down Doors
- Lock Down Windows
- Medical Emergency
- Non-Fire Evacuation
- Shelter in Place
- Active Shooter
- Silent Alarm



Select any or all of these notification options.
Need more specific emergencies? Let us know
and we can customize your notification list.

Understanding the Map



*Rooms in red is source of emergency.

NORMAL ROOM
NO STUDENTS

NORMAL ROOM
NO MISSING STUDENTS

NORMAL ROOM
MISSING STUDENTS

CONTROLLED DOOR LOCKED

CONTROLLED DOOR UNLOCKED

EMERGENCY ROOM
NO STUDENTS

EMERGENCY ROOM
NO MISSING STUDENTS

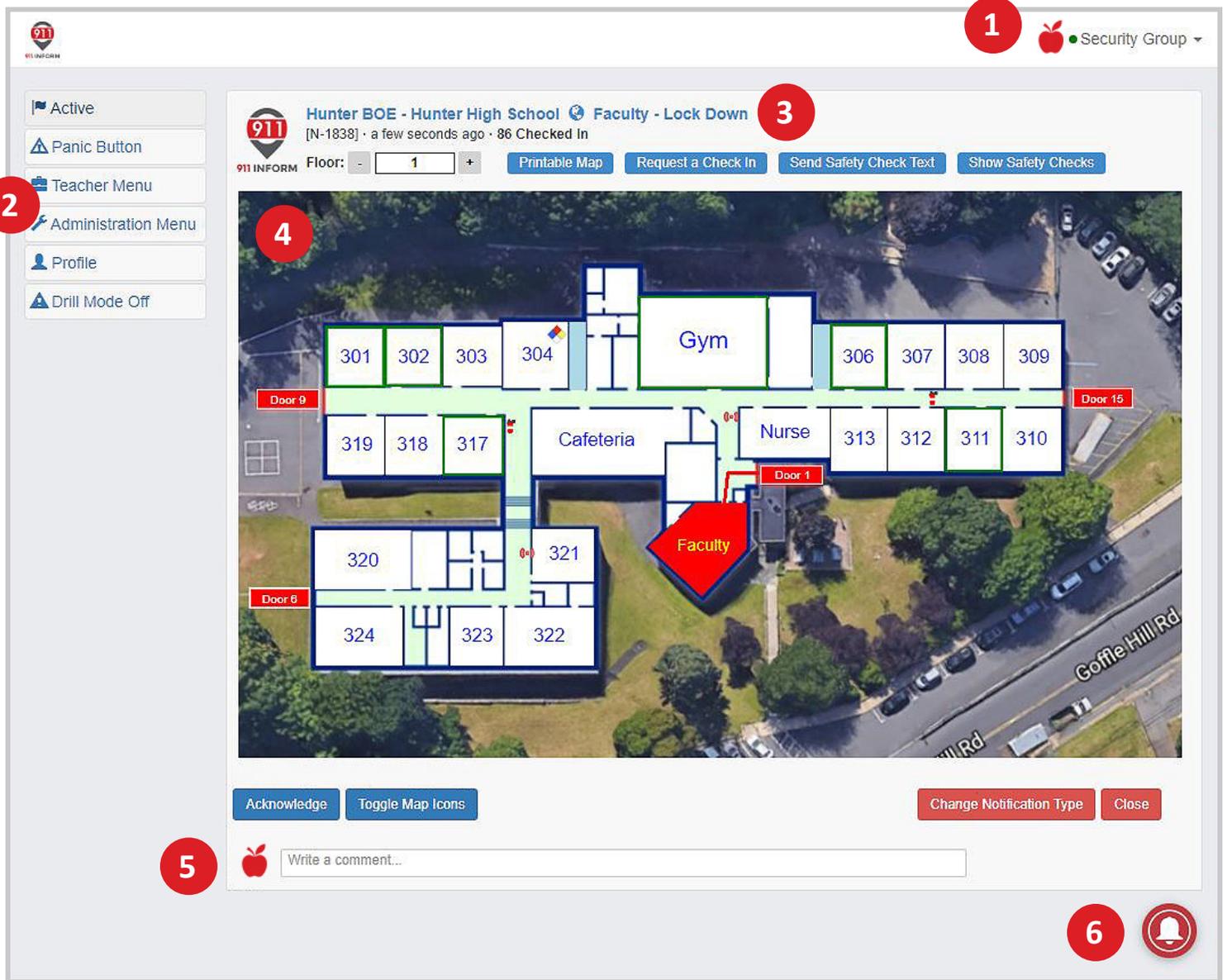
EMERGENCY ROOM
MISSING STUDENTS

NOT CONTROLLED

STAIRWAY

EMERGENCY ROUTE PATH

The **Administrator** interface allows you to control and manage the notification system. Access active notifications, panic buttons, teacher's menu, administration menu, and profile options.



- 1. User Name / Logout / Request a Feature / Request Support
- 2. User Menus
- 3. Notification Information Bar

- 4. Active Map
- 5. Comment Section
- 6. Notification Sign-up

Map Symbols



Hazardous Materials



Fire Extinguisher



Fire Alarm



AEDs

The **Active** tab is where you will see and interact with any emergency notification that takes place.

Active

Listening for Notifications Icon

This displays while there are no active emergency notifications.

The screenshot shows the 911inform interface. In the top right corner, there is a user profile icon (an apple) and the text "Security Group" with a dropdown arrow. Below this, a note reads: "*Please check to make sure you are logged in under the correct username." On the left side, there is a sidebar menu with the following items: "Active", "Panic Button", "Teacher Menu", "Administration Menu", "Profile", and "Drill Mode Off". In the center of the main area, there is a "Listening for notifications..." icon, which is a stylized ear.

Active Notifications

When there are active emergency notifications within your school, the schools map will be displayed here.

1. Notification Information Bar

Displays school name, phone extension, room #, emergency description, notification #, active time of notification, number of checked in students/missing students if any.

2. Toggle between floors of the building.

3. Print out a copy of the map.

Request a Check In: Sends a text with a link to teachers to check in students.

Send Safety Check Text: Asks users if they're safe and to reply with Y or N.

Show Safety Checks: Shows list of users who responded Y or N from safety check text.

4. **Acknowledge:** Quick response to indicate you seen and acknowledge the notification.

Toggle Map Icons: Clears the map of all icons for a cleaner easier view.

5. **Change Notification Type:** Change between notifications to fit the specific emergency.

Close: When the emergency has concluded hit close to end the notification.

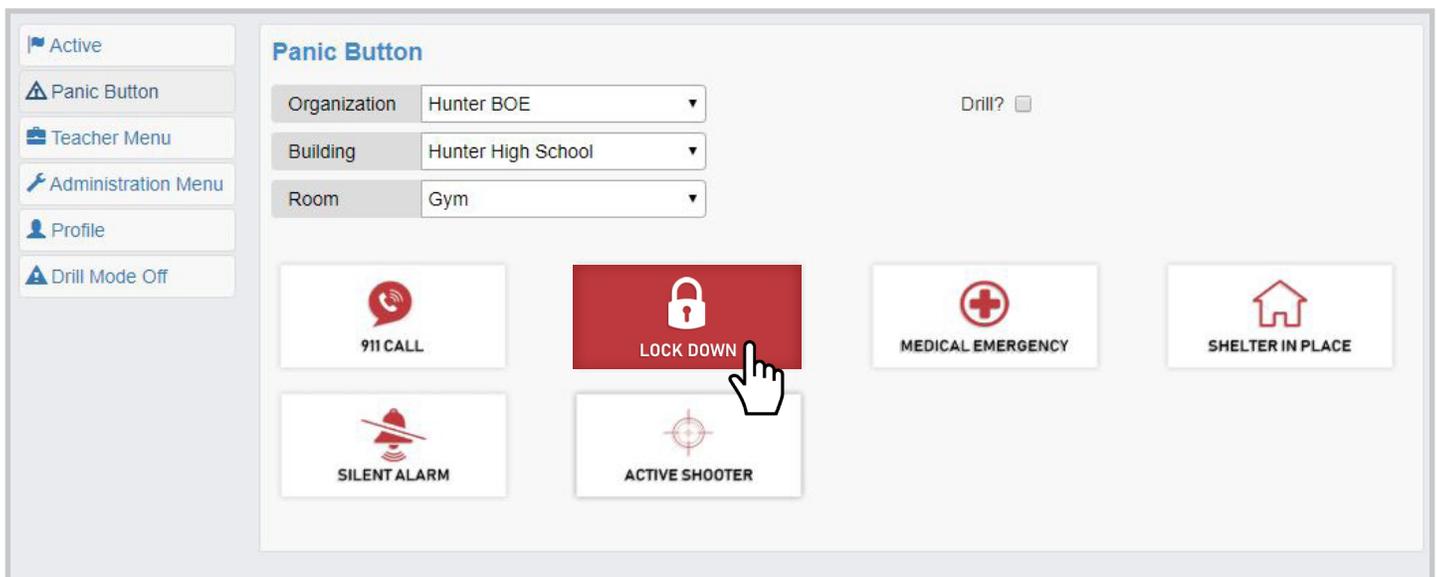
6. **Comment Section:** Allows users to communicate in real-time to comment on the emergency situation.

Procedures

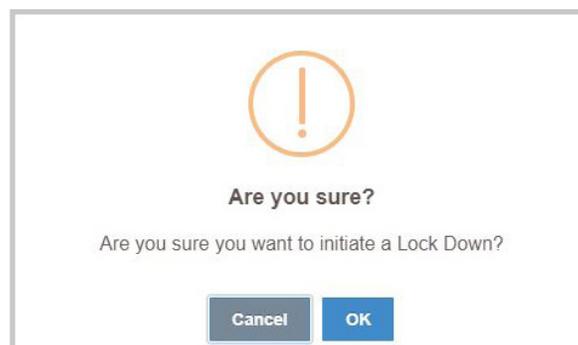
The **Panic Button** tab allows you to initiate an emergency situation from within this application.

 Panic Button

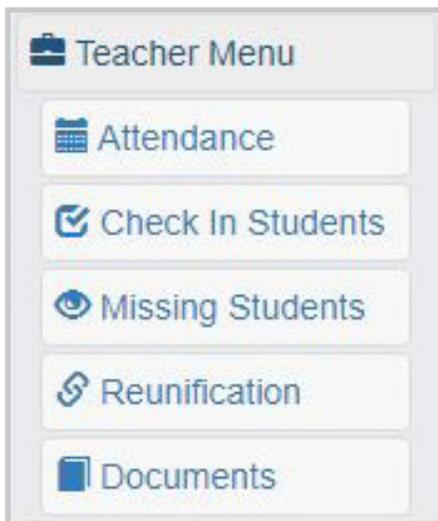
- Select organization and building.
- Your assigned room will be the default option. To select another room in the building press the drop-down menu.
- Click on the emergency notification that applies to the situation.



- A prompt will ask if you are sure you want to initiate the notification. Hit OK.



The **Teacher Menu** gives you access to the tools each teacher will be using each day.



Attendance: Allow teachers to take daily and period attendance of their students assigned to them.

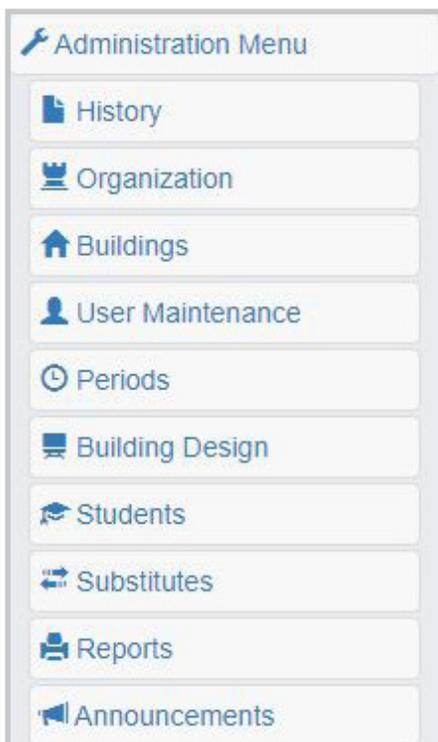
Check In Students: Check in students assigned to you when an emergency situation takes place.

Missing Students: View all missing students as reported by other teachers.

Reunification: Reunite students with their parents/guardians when an emergency situation takes place. You also have the ability to move students to other buildings.

Documents: Upload any important documentation your staff will reference. (IE: Evacuation exit list, fire exit list, emergency guides, etc.)

The **Administration Menu** gives you access to the tools each admin will be using each day.



History: View all emergency notifications that have been closed. You can also re-open any emergency notification.

Organization: View and edit your organization's information.

Buildings: View, edit and add buildings that exist with in your organization.

User Maintenance: View, edit, add, and delete users.

Periods: Define periods with start and end times for each building with in your organization.

Building Design: Design each of your buildings and assign teachers to each room by period. Add rooms, doors, stairways, AEDs, and cameras to each building.

Students: Add, edit and delete students assigned to each building. Assign students to rooms for each period.

Substitutes: Assign and remove substitute teachers.

Reports: Create, download and print reports of notification summaries, notification details, check ins, safety checks, SMS reports, cleared rooms, student rosters, and teacher schedules.

Announcements: Make district or building wide announcements such as canceling school due to inclement weather.

The **Attendance** tab allows teachers to take the daily period attendance of the students assigned to them.



Each teacher is responsible for the students assigned to their room. You will only be able to see your students for each period of the day.

- This screen will default to the main room you are assigned to for the first period of the day.
- If you are in multiple buildings throughout the day, select the school from the drop-down menu.
- Your room number will be displayed with the list of students for each period.
- All students are automatically checked present. You **MUST** uncheck the students who are absent and it will save automatically to the system.

Attendance

Organization	Hunter BOE
Building	Hunter High School
Date	Thu Feb 27 2020
Period	Computer Science

Room 311

- Brown, Molly
- Burgess, Ella
- Carr, Chris
- Clarkson, Peirs
- Doe, Joan
- Glover, Rose
- Hunter, Phil
- Jackson, Julie
- Lambert, Abby
- Lehberger, Katie
- McCann, Jason
- Morgan, Sally
- North, Sally
- Payne, Joshua
- Peters, Andrew
- Russell, Leah

The **Check In Students** tab is where you will check in your students assigned to you when an emergency situation is occurring.



During active emergency notifications this field will populate with your attendance list for that given period. It is the teacher's duty to mark students present during any emergency scenario. These students will only be the one's who are present. All marked absent will **NOT** be included.

- If a student is missing from your classroom you must click the radial button under missing.

Check In Students

Hunter High School - Lock Down
[N-1820] - a minute ago

Your students

Present	Missing	Student Name
<input checked="" type="radio"/>	<input type="radio"/>	Brown, Molly
<input type="radio"/>	<input type="radio"/>	Burgess, Ella
<input checked="" type="radio"/>	<input type="radio"/>	Carr, Chris
<input checked="" type="radio"/>	<input type="radio"/>	Clarkson, Peirs
<input checked="" type="radio"/>	<input type="radio"/>	Doe, Joan
<input checked="" type="radio"/>	<input type="radio"/>	Glover, Rose
<input checked="" type="radio"/>	<input type="radio"/>	Hunter, Phil

- Access student contact information by clicking on their name and a prompt will appear on the screen. You will be given their phone and email.

Check In Students

Hunter High School - Lock Down
[N-1820] - 3 minutes ago

Your students

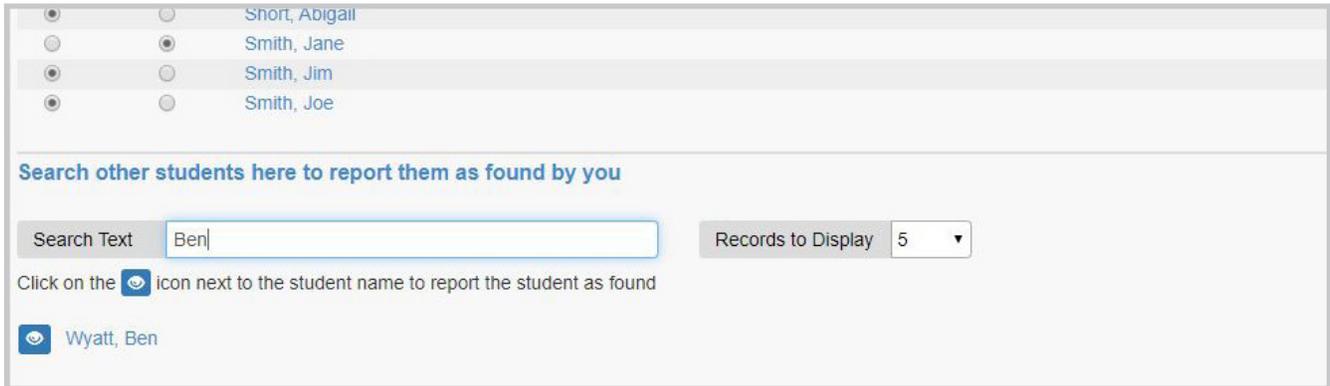
Present	Missing	Student Name
<input checked="" type="radio"/>	<input type="radio"/>	Brown, Molly
<input type="radio"/>	<input checked="" type="radio"/>	Burgess, Ella
<input checked="" type="radio"/>	<input type="radio"/>	Carr, Chris
<input checked="" type="radio"/>	<input type="radio"/>	Clarkson, Peirs
<input checked="" type="radio"/>	<input type="radio"/>	Doe, Joan
<input checked="" type="radio"/>	<input type="radio"/>	Glover, Rose
<input checked="" type="radio"/>	<input type="radio"/>	Hunter, Phil
<input checked="" type="radio"/>	<input type="radio"/>	Jones, John
<input checked="" type="radio"/>	<input type="radio"/>	Lee, Lisa
<input checked="" type="radio"/>	<input type="radio"/>	Miller, Mike
<input checked="" type="radio"/>	<input type="radio"/>	Moore, Mary
<input checked="" type="radio"/>	<input type="radio"/>	Nguyen, Nam
<input checked="" type="radio"/>	<input type="radio"/>	Parker, Paul
<input checked="" type="radio"/>	<input type="radio"/>	Phillips, Peter
<input checked="" type="radio"/>	<input type="radio"/>	Russell, Luan
<input checked="" type="radio"/>	<input type="radio"/>	Short, Abigail
<input type="radio"/>	<input checked="" type="radio"/>	Smith, Jane
<input checked="" type="radio"/>	<input type="radio"/>	Smith, Jim
<input checked="" type="radio"/>	<input type="radio"/>	Smith, Joe

Burgess, Ella

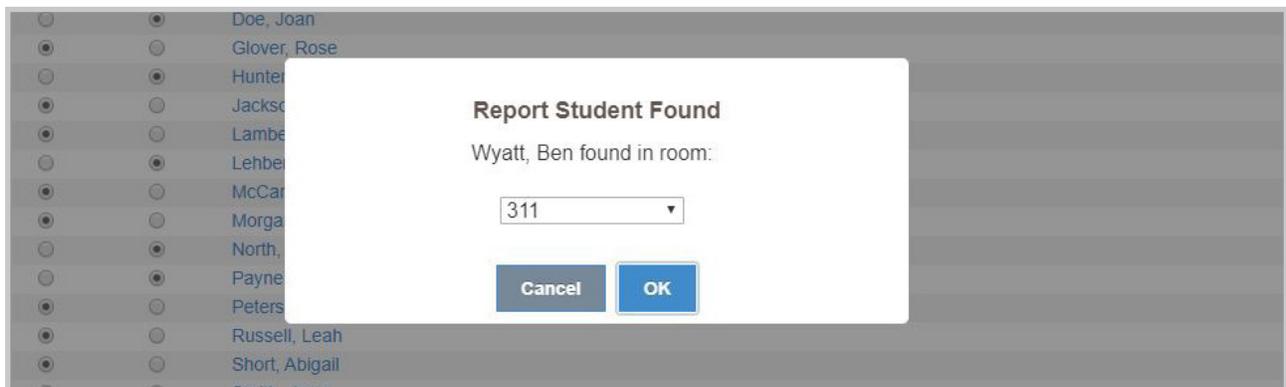
Phone: (555) 555-5555

Email: student@911inform.com

- If you have students seeking safety in your classroom from another room, use the search bar at the bottom of the list.



- Click the Eye icon that appears next to their name and a prompt will appear on the screen. Your classroom number will be the default selection. If you are not in this room at the time of an emergency select the room from the drop-down menu and click OK.



- The student will now be added to your Check In student roster under Other Students Found By You. The student is marked found by you and your location. You can also access the Found Students contact information by clicking on their name.



After marking students missing, they will now be displayed on the map in your classroom for the emergency notification. You will be able to see the total checked in and missing for the whole school on the notification information bar.

- Return to the Active tab to view the current emergency notification.
- Note the locked down classroom #311 is now highlighted red with a yellow border indicating missing students.
- In the upper left hand corner it will display the number of missing students from your room.

The screenshot displays the 911 Inform interface for Hunter High School. At the top, the header reads "Hunter BOE - Hunter High School" and "311 - Lock Down". Below this, a notification bar shows "[N-1859] · 42 minutes ago · 79 Checked In · 7 Missing". The interface includes a "911 INFORM" logo, a "Floor:" dropdown set to "1", and a "Printable Map" button. The main area is an aerial map of the school building with various rooms labeled: Gym, Cafeteria, Nurse, Faculty, and several classrooms (301-324). Classroom 311 is highlighted in red with a yellow border, and a hand cursor is pointing at it. The number "7" is displayed in the top right corner of classroom 311. At the bottom, there are buttons for "Acknowledge" and "Toggle Map Icons", and a comment box with a red apple icon and the text "Write a comment...".

- Click onto your classroom to view a list of your checked in students, found students and missing students. Their phone numbers are displayed if you wish to contact them.

Hunter BOE - Hunter High School 311 - Lock Down
 [N-1859] · 43 minutes ago · 79 Checked In · 7 Missing
 911 INFORM Floor: 1 Printable Map

311 - Extension 311 (Teacher #1 User)

Checked In (14)		Missing (7)	
Brown, Molly	555-555-5555	Carr, Chris	555-555-5555
Burgess, Ella	555-555-5555	Doe, Joan	444-444-4444
Clarkson, Peirs	555-555-5555	Hunter, Phil	555-555-5555
Glover, Rose	555-555-5555	Lehberger, Katie	555-555-5555
Jackson, Julie	123-434-5366	North, Sally	555-555-5555
Lambert, Abby	555-555-5555	Payne, Joshua	555-555-5555
McCann, Jason	555-555-5555	Smith, Jane	123-456-7890
Morgan, Sally	555-555-5555		
Peters, Andrew	555-555-5555		
Russell, Leah	555-555-5555		
Short, Abigail	555-555-5555		
Smith, Jim	111-111-1111		
Smith, Joe	555-555-5555		
From Other Rooms			
Wyatt, Ben	555-555-5555		

Close

Acknowledge Toggle Map Icons

- You can view checked in students, found students and missing students for every classroom in the building by clicking on each room.

Hunter BOE - Hunter High School 311 - Lock Down
 [N-1859] · 42 minutes ago · 79 Checked In · 7 Missing
 911 INFORM Floor: 1 Printable Map

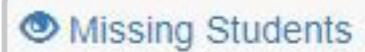
301 - Math Room - Extension 301 (Dan Earl)

Checked In (20)	
Abraham, Stewart	555-555-5555
Ball, Harry	555-555-5555
Black, Anthony	555-555-5555
Bower, Justin	555-555-5555
Buckland, Joanne	555-555-5555
Butler, Thomas	555-555-5555
Clark, Claire	555-555-5555
Coleman, Joshua	555-555-5555
Hudson, Joseph	555-555-5555
Jackson, Jill	555-555-5555
Metcalfe, Cameron	555-555-5555
Nash, Sue	555-555-5555
Oliver, Faith	555-555-5555
Paige, Dave	555-555-5555
Rampling, Justin	555-555-5555
Sanderson, Kyle	555-555-5555
Slater, Amy	555-555-5555
Terry, Carolyn	555-555-5555
Welch, Rose	555-555-5555
Young, Kylie	555-555-5555

Close

Acknow

The **Missing Students** tab is where you will see all missing students as reported by teachers.



During active emergency notifications this field will populate with every student who is marked missing from each class. Every user has the capability to mark or claim a student as found. When marking a student found it will then reflect in the Check In Students tab showing them being marked with the room number and the teacher who found them.

Missing Students

Hunter High School - Lock Down
[N-1821] · a few seconds ago

Click on the  icon next to the student name to report the student as found

-  Burgess, Ella missing from 311
-  Clarkson, Peirs missing from 311
-  Doe, Joan missing from 311
-  Glover, Rose missing from 311
-  Payne, Joshua missing from 311
-  Peters, Andrew missing from 311
-  Smith, Jane missing from 311
-  Smith, Jim missing from 311

- A mass list of missing students will be created for the whole building.
- Displayed will be the students first and last name and the classroom they're missing from.
- To report a student as found click on the Eye icon next to their name. A prompt will appear on the screen asking to report the room they're found in. The default room will be the classroom you're assigned. If you're not in this room use the drop-down menu to select your current location.

missing from 311

m

ssi

sin

Report Student Found

Glover, Rose found in room:

Nurse ▾

Cancel
OK

- Student(s) will now be accounted for in the Check In Students tab.

The screenshot shows a web interface titled "Check In Students". Below the title, it indicates the location "Hunter High School - Lock Down" and the time "[N-1821] - 4 minutes ago". Underneath, there is a section labeled "Your students" which contains a table with three columns: "Present", "Missing", and "Student Name". The table lists several students with radio buttons in the "Present" and "Missing" columns. The row for "Glover, Rose - Found in Nurse by Nurse" is highlighted in yellow, and its "Present" radio button is selected.

Present	Missing	Student Name
<input checked="" type="radio"/>	<input type="radio"/>	Brown, Molly
<input type="radio"/>	<input checked="" type="radio"/>	Burgess, Ella
<input checked="" type="radio"/>	<input type="radio"/>	Carr, Chris
<input type="radio"/>	<input checked="" type="radio"/>	Clarkson, Peirs
<input type="radio"/>	<input checked="" type="radio"/>	Doe, Joan
<input checked="" type="radio"/>	<input type="radio"/>	Glover, Rose - Found in Nurse by Nurse
<input checked="" type="radio"/>	<input type="radio"/>	Hunter, Phil
<input checked="" type="radio"/>	<input type="radio"/>	Jackson, Julie

- If your student returns to your classroom during the emergency after being marked missing you must mark them as found.
- If you have visuals on students outside of the building and they're marked missing you can label them as Outside Building. This will let other teachers and the authorities know there are kids outside of the building. If they need to be contacted, click on their name for their personal information.

The **Reunification** tab reunites students with their parent(s)/guardian(s) when an emergency situation takes place. You can also move students to other buildings.



Knowing where a student is at all times during an emergency is critical. The parent/guardian of a student will want instant notification to their location in the event they want to pick them up from school. Reunification will make this task easier all while keeping everyone informed. These procedures help to ensure that all students are accounted for and can establish a sense of safety and security.

Releasing Students to Parent(s)/Guardian(s)

1. Using the search bar you can find each student by name, phone number or email.
2. In order to release the student you must send a PIN number to a parent/guardian that has their information on file. This PIN will be sent by SMS to their mobile device.
3. When the parent/guardian receives the PIN number, click verify PIN, enter the code and the student will be marked released in attendance records.
4. If the parent/guardian does **NOT** have a mobile device, click on the Link icon. The prompt will ask you to input a reason for not verifying.

Reunification

Hunter High School, Ext: 308 - Emergency
[N-1823] · a few seconds ago

[Notify Parents / Guardians](#)
[Notify Parents / Guardians](#)
[Invite Guest as Reunification User](#)

Search students here to release to a parent / guardian

1 Search Text
Records to Display 5

Click on the 2  icon next to the student name to release this student to a parent / guardian.

2 Send PIN	3 Verify PIN	4 	Abraham, Stewart - Hunter High School - 301 
Send PIN	Verify PIN		Bower, Justin - Hunter High School - 301 
Send PIN	Verify PIN		Brown, Molly - Hunter High School - 311 
Send PIN	Verify PIN		Chapman, Andrew - Hunter High School - 306 
Send PIN	Verify PIN		Kerr, Stewart - Hunter High School - 306 

- Send PIN. (Step 2)

Release Student

Release Abraham, Stewart to:

Mother (555) 555-5555 ▾

Cancel OK

Send PIN

Send PIN to:

Mother (555) 555-5555 ▾

Cancel OK

- Verify PIN. (Step 3)

Verify PIN

Please enter the Verification PIN. If you have not sent one.
Please cancel and Send the PIN to a Parent/Guardian.

|

Cancel OK

- Release without verifying with a PIN. (Step 4)

What is the reason for releasing without verifying?

If they have their cell phone please cancel, send and verify
PIN.

|

Cancel OK

Notification Frequency

With the notification frequency options you have the control to schedule when the parents/ guardians get notified.

Reunification

Hunter High School, Ext: 308 - Emergency
[N-1823] · a few seconds ago

Notify Parents / Guardians
Notify Parents / Guardians
Invite Guest as Reunification User

Search students here to release to a parent / guardian

Search Text
Records to Display 5 ▾

Click on the  icon next to the student name to release this student to a parent / guardian.

Send PIN	Verify PIN		Abraham, Stewart - Hunter High School - 301 
Send PIN	Verify PIN		Bower, Justin - Hunter High School - 301 

- Instantly notify parents.

Notify Parents / Guardians

This will notify all parents / guardians of the active emergency situation in progress and let them know the location of their children to be picked up at. Are you sure you want to do this?

Cancel
OK

Sample of SMS Message: There is an active emergency situation happening at [School]. [Student's Name] is being moved to Hunter Firehouse: 123 11th Ave, Belmar, NJ 07719 - Please pick them up there.

- Schedule notifications over time.

Notify Parents / Guardians Over Time

This will notify all parents / guardians of the active emergency situation in progress and let them know the location of their children to be picked up at. Are you sure you want to do this?

Minutes between each stage:

Amount to send per stage:

- If you have personnel or volunteers not active in 911inform, you may send an invite to help with the releasing of students.

911Inform Guest Invite for Reunification User

Please enter the email of the guest you would like to invite:

Please enter the name of your guest:

Please enter the cell phone number of your guest (optional):

Moving Students to Another Building or Room

During the Reunification process you're able to move students between rooms and buildings. In the event of major disasters and your school is no longer safe, you are able to create Reunification sites within your community and list them in 911inform. (NOTE: It may be pertinent to select sites within walking distance or you will have to set up a transportation plan.)

- Select room(s) by marking them with a check mark OR select all.
- Select building. The default selection will be the building you are assigned to.
- Select the room from the drop-down menu where you'd like the classes to be reassigned to.
- Check the box next to Notify Parents/Guardians.

If you're moving students within the school it may not be pertinent to sending SMS notifications. If students must be removed from the building to a reunification site, make sure this box is checked. Parents/Guardians will instantly receive a SMS notification informing them of the location in which they can pick up the student(s).

- Click on the Move Selected Rooms to Above Building/Room button.

Move students to another building / room

Hunter High School Clear All

301 (20)
 317 (6)

302 (20)
 Gym (4)

306 (16)

311 (20)

Building	Hunter High School ▼
Room	Gym ▼

Notify Parents / Guardians?

Move selected rooms to above building / room

- A prompt will ask if you're sure you want to move students. Hit OK.

Move students to another building / room

Are you sure you want to move these students?

Cancel
OK

- You will now see all selected students moved to the new room location in the building.

Move students to another building / room

Hunter High School Clear All

Gym (86)

Building: Hunter High School

Room: 301

Notify Parents / Guardians?

Move selected rooms to above building / room

- Click back to the Active tab to view any missing students and click on the location you moved the students to. A prompt will show you the students name and phone number that belongs in the room and the information for the students that were moved.

Hunter BOE - Hunter High School 311 - Lock Down ✕
[N-1825] · 4 minutes ago · 82 Checked In · 4 Missing

Floor: +

[Printable Map](#)
[Request a Check In](#)
[Send Safety Check Text](#)
[Show Safety Checks](#)
[Lock Notification](#)

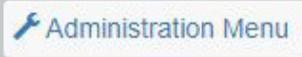


Gym - Extension 305

Checked In (24)	
Amanda Barker	555-555-5555
Virginia Carr	555-555-5555
Stephanie Pagnoni	555-555-5555
Lisa Robertson	555-555-5555
From Other Rooms	
Stewart Abraham (301)	555-555-5555
Harry Ball (301)	555-555-5555
Anthony Black (301)	555-555-5555
Justin Bower (301)	555-555-5555
Joanne Buckland (301)	555-555-5555
Thomas Butler (301)	555-555-5555
Claire Clark (301)	555-555-5555
Joshua Coleman (301)	555-555-5555
Joseph Hudson (301)	555-555-5555
Jill Jackson (301)	555-555-5555
Cameron Metcalf (301)	555-555-5555
Sue Nash (301)	555-555-5555
Faith Oliver (301)	555-555-5555
Dave Paige (301)	555-555-5555
Justin Rampling (301)	555-555-5555
Kyle Sanderson (301)	555-555-5555
Amy Slater (301)	555-555-5555
Carolyn Terry (301)	555-555-5555
Rose Welch (301)	555-555-5555
Kylie Young (301)	555-555-5555

Close

The **Administration Menu** is only visible to any user marked as administration. These are the key tools to operating 911inform.



The **History** tab allows you to view all emergency notifications that have been closed. You can also re-open any previous emergency notifications.



- Select the organization you want to view.
- From the Building drop-down menu you can view each building individually or all of them at once.
- Choose how many records to display for easier viewing.
- Browse through the record pages using the PREVIOUS and NEXT buttons.

History

Organization: Hunter BOE

Building: All

Previous Next Records to Display: 5 Showing records 1 to 5 of 398

Hunter High School - Ext: 311 - Lock Down
[N-1834] · 3/5/20 9:51 AM

Initiated by Police Chief (police@911inform.com) Phone: (555) 555-5555

Reopen Show Police Actions View Police Timeline Add a Note

Police Chief changed emergency room to 311
3/5/20 10:02 AM

Police Chief changed status from [Open] to [Closed]
3/5/20 10:02 AM

Hunter High School - Room: 311 - Medical Emergency
[N-1833] · 3/5/20 9:05 AM

Hunter High School - Room: 311 - Lock Down
[N-1832] · 3/5/20 8:53 AM

Hunter High School - Silent Alarm
[N-1831] · 3/3/20 1:28 PM

Hunter High School - Room: 309 - Ext: 309 - Emergency
[N-1830] · 3/3/20 1:22 PM

- Click on the notification to review.
- A drop-down menu will show you the comments made by individuals on the event, who initiated the event and four different action buttons.
- You can reopen the event if it was accidentally closed before coming to a resolution.

History

Organization: Hunter BOE
 Building: All

Previous Next Records to Display: 5 Showing records 1 to 5 of 398

Hunter High School - Ext: 311 - Lock Down
 [N-1834] - 3/5/20 9:51 AM

Initiated by Police Chief (police@911inform.com) Phone: (555) 555-5555

Reopen Show Police Actions View Police Timeline Add a Note

 Police Chief changed emergency room to 311
 3/5/20 10:02 AM

 Police Chief changed status from [Open] to [Closed]
 3/5/20 10:02 AM

- To see a list of users and their interactions with the notification click on Show Police Actions. This tracks every user and every click throughout 911inform.

History

Organization: Hunter BOE
 Building: All

Previous Next Records to Display: 5 Showing records 1 to 5 of 399

Hunter High School - Room: 311 - Lock Down
 [N-1835] - 3/5/20 10:02 AM

Initiated by Police Chief (police@911inform.com) Phone: (555) 555-5555

Reopen  Hide Police Actions View Police Timeline Add a Note

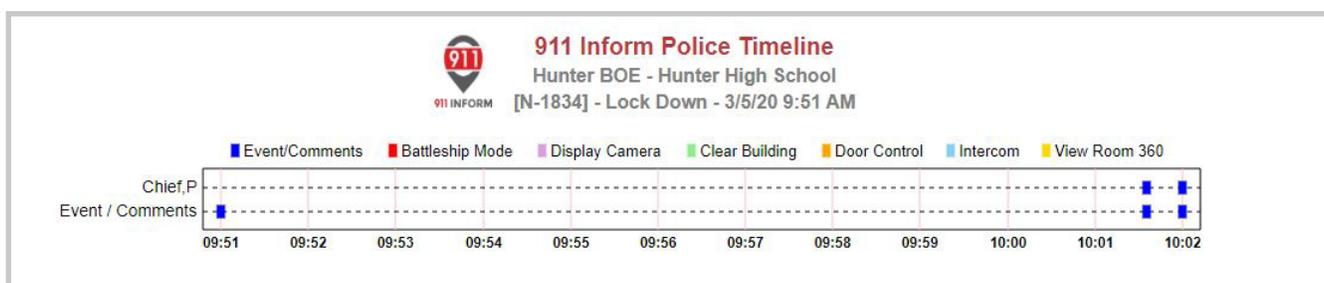
 Police (ACTION) Door 15 Unlock
 3/5/20 10:20 AM

 Police Chief (ACTION) Viewed 311 360 Image
 3/5/20 10:21 AM

 Police Chief changed status from [Open] to [Closed]
 3/5/20 10:28 AM

Hunter High School - Ext: 311 - Lock Down
 [N-1834] - 3/5/20 9:51 AM

- Click View Police Timeline and a new browser window will open. A timeline from the time the notification started to close will be created. Every action is documented at what time an officer or other first responder acknowledged with a comment, engaged Battleship Mode, clicked on a camera, accessed doors, etc.



- If you have additional notes for completed notifications click on the Add a Note button.

History

Organization: Hunter BOE
 Building: All

Previous Next Records to Display: 5 Showing records 1 to 5 of 398

Hunter High School - Ext: 311 - Lock Down
 [N-1834] · 3/5/20 9:51 AM

Initiated by Police Chief (police@911inform.com) Phone: (555) 555-5555

Reopen Show Police Actions View Police Timeline **Add Note**



 Police Chief changed emergency room to 311
 3/5/20 10:02 AM

 Police Chief changed status from [Open] to [Closed]
 3/5/20 10:02 AM

- A prompt will appear with a text field for you to enter a note. When finished hit OK.

Enter Note

Enter your notes here!

Cancel OK

- Your note will automatically be added to the notification history. (You are only allowed to add one note per notification. To edit your note, the Add Note button will change to Edit Note.)

Hunter High School - Room: 311 - Lock Down
 [N-1835] · 3/5/20 10:02 AM

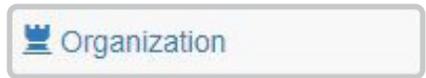
Note: Enter your notes here!

Initiated by Police Chief (police@911inform.com) Phone: (555) 555-5555

Reopen Show Police Actions View Police Timeline **Edit Note**

 Police Chief changed status from [Open] to [Closed]
 3/5/20 10:28 AM

The **Organization** tab allows you to view and edit your organization's information.



- Change and update the organizations main address.
- Contact information should be of the person who is the lead organizer and operator of 911inform.
- Input Billing Contact.

Organizations / Hunter BOE

Organization	Hunter BOE	Org Mode	Standard ▼		
Address 1	3251 Elm Street	Address 2	Suite 2		
City	Austin	State	TX	Zip	78702

Contact

First Name	John	Last Name	Doe	
Phone	(234) 234-2344	Email	john.doe@email.com	

Billing

Phone	(234) 223-4234	Email	john.doe.billing@email.com	
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Settings

Default Password	demo	Email Domain		Org Mode Timeout (minutes)	120
Drill Mode Notifies	Administrative Users Only ▼	Default Checkin	Check ▼	<input checked="" type="checkbox"/> Drill Mode on Menu	<input type="checkbox"/> Police Only Mode on Menu

Documents

Document	<input type="text"/>	<input type="button" value="Browse"/>	Document Name	<input type="text"/>	<input type="button" value="Add Document"/>
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Settings Options

- **Default Password:** Set a default password for NEW users. All users can change this from their profile section after they have logged into their account.
- **Email Domain:** In order to use 911inform all users **MUST** have an email address. This field is used during/for SIS integration. When importing data from PowerSchool, Genesis, etc. and a teacher's email is blank, 911inform will auto create an email based on the organizations input.

For example: If Lincoln High School inputs @lincolnhs.org in the email domain and integrate their SIS with missing email information, 911inform will generate an email address using the teachers first and last name and attaching it with the email domain (samsmith@lincolnhs.org). This CANNOT be changed at anytime.

Settings Options...(Cont.)

- **Org Mode Timeout (minutes):** The timeout minutes limits the allotted time for when you change Org Modes. After the allotted time the Org Mode will revert back to Standard Mode.
- **Drill Mode Notifies:** During Drill Mode assign who will receive the notifications. Administration Users Only OR All Non-Police Users (all users in the building and NOT alerting the police.)
- **Default Check-in:** Choose whether you want users to be already checked-in when notifications are engaged OR have them marked **NOT** checked-in so they will have to acknowledge the notification.



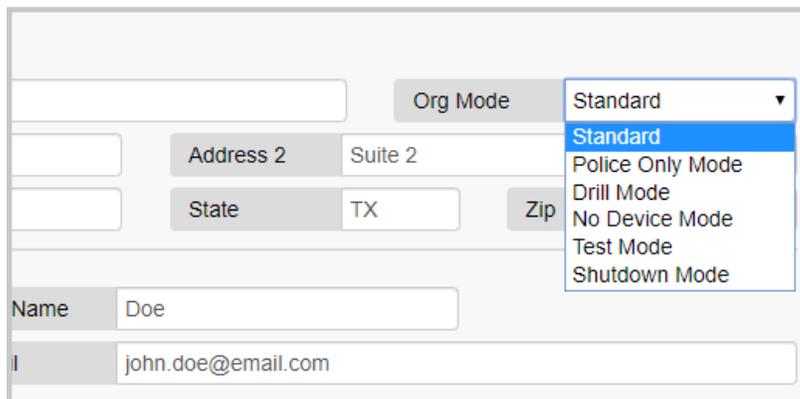
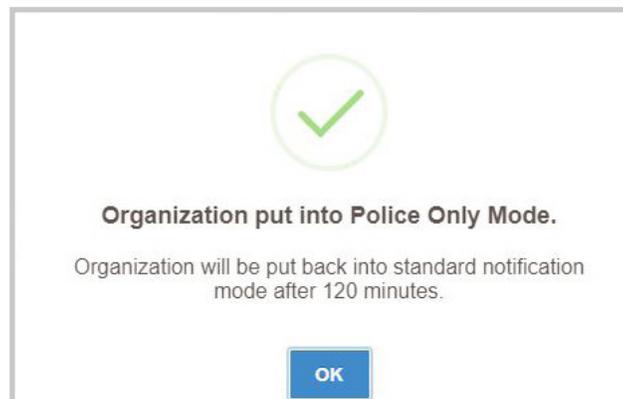
- Toggle a **Drill Mode Button** for the main menu bar. (This will show for administrators ONLY.)
- Toggle a **Police Only Mode Button** for the main menu bar. This allows first responders to enact their own drills without notifying the buildings users.
- **Documents:** Browse your system for any documents you wish to share with your staff and teachers. Name your document and hit Add Document. It will now be available under the Teacher Menu > Documents.



Organization Mode Types

Switching between Org Modes gives you the control of the system and how notifications are being sent over a period of time for Drills.

- When switching between modes a prompt will appear notifying you the chosen mode has changed and will revert back to Standard mode in X amount of minutes. (You can choose how long the modes will last with the Org Mode Timeout in the Settings section.)

- **Standard:** Normal operating system. Will send notifications to every user group.
- **Police Only Mode:** Create drills that will only notify the Police department.
- **Drill Mode:** This will follow the settings you input into the Settings fields.
- **No Device Mode:** Notifications will be sent to all users without triggering any speakers, strobes, robots, etc.
- **Test Mode:** Notifications will only notify the 911inform developers.
- **Shutdown:** Create and test notifications without notifying anyone.

The **Buildings** tab allows you to view, edit and add buildings that exist within your organization.



- To add a new building to your organization click on the green Add Building button.

Buildings			
Organization	Hunter BOE		
Name	SIS Integration?	Drill Mode	Add Building
Hunter Church	<input checked="" type="checkbox"/>	Reunification	  
Hunter Elementary School	<input type="checkbox"/>		  
Hunter Firehouse	<input checked="" type="checkbox"/>	Reunification	  
Hunter High School	<input type="checkbox"/>		  
Hunter Middle School	<input type="checkbox"/>		  

- Enter the basic information 911inform will need for each building. The principal and assistant principals information must be filled out.
- Under Building Design copy and paste the web URL from Google Maps of the buildings location into the 3D Map URL field.
- If you wish to have this building as a Reunification Building, check the box at the top of the page. If you want the building to go into Drill Mode, check the box at the top of the page.

Buildings /

Building Reunification Building? Drill Mode?

Address 1

Address 2

City State Zip

Principal

First Name Last Name Phone

Assistant Principal

First Name Last Name Phone

Building Codes

Page Code Star Code Prefix Code

Building Design

Start Lat Start Long Rapid Caller ID

End Lat End Long

3D Map Url

- **Maps** is the section where the 911inform team will upload your drawn floor plans. A default map is automatically added for a placement in the program.
- **Tactical Images** section is where the 911inform team will upload photos of the perimeter of the building for first responders use.
- **SIS Settings** section is used to integrate your schools attendance program. The information fields shown below will need to be filled out. You will have to reach out to your contact to get the information. Once information is filled out check the box next to Enable SIS Integration? to make it live in the system.
- **General Settings**
The Listener IP address must be filled out for Avaya customers. If you have other IP office's an alternative implementation will be created. By checking Device Control from Gateway you are enabling the website to talk to the Gateway and the Gateway will tell strobes, speakers and robots to activate during a notification. If you do not have a Gateway leave this box unchecked and the website will directly activate all strobes, speakers and robots.

Maps

new_29.jpg 

Map Image Floor

Tactical Images

Tactical Image Type

SIS Settings

SIS Url SIS API Key

SIS Client ID SIS Client Secret

SIS School ID Enable SIS Integration?

General Settings

Listener IP Device Control from Gateway?

- Click back onto Buildings to save and return to the buildings directory.
- If you need to make a correction after saving click on the pencil icon OR if you wish to delete the building click on the red trash can icon.

Integration with SIS Systems

Genesis

Your school district needs to contact Genesis and fill out the necessary form to enable integration with 911inform. Genesis will then provide us with an API key that enables integration with 911inform.

PowerSchool

A 911inform plug-in file that we provide needs to be installed by an administration user of PowerSchool OR assign a 911inform team member as an administration user and we can install the plug-in.

To Install the Plug-in:

- Select System under the Setup heading on the left side menu.
- Select System Settings under the Server heading on the left side of the menu.
- Select Plug-in Management Configuration.
- Click on the Install button.
- Click Choose File and select the plug-in file we provided.
- You should now see the 911inform plug-in listed under Installed Plug-ins.
- Select the enable check box next to the 911inform plug-in.
- This will give you a 'Are you sure' prompt and select yes.
- Click on the 911inform plug-in that was just installed.
- Scroll to the bottom and you will see an option for Data Provider Configuration, click on that.
- Send us the Client ID and Client Secret fields displayed on the screen for us to link to your PowerSchool SIS system.

Safety & Security Plans

To aid with the safety of your organization we have provided an easy to fill out School Safety & Security Plan and an Emergency Response Template based on the NJ State Police School Safety & Outreach Unit.

- To review the safety plans for each building click on the triangle icon.
- You will be brought to a new window to fill out each safety plan.

Buildings			
Organization	Hunter BOE		
Name	SIS Integration?	Drill Mode	Add Building
Hunter Church		Reunification	  
Hunter Elementary School	<input type="checkbox"/>		  
Hunter Firehouse		Reunification	  
Hunter High School	<input type="checkbox"/>		  
Hunter Middle School	<input type="checkbox"/>		  

- When you complete the forms it will automatically save to the system. To save and print the documents for your records, click on SAVE AS or PRINT TO buttons.

Buildings / Hunter High School

Emergency Response Template
 Safety and Security Plan
 [Save as PDF](#)
 [Print to PDF](#)

School Information

School Name	Hunter High School		Grades	9 - 12		
Address	1709 Hwy 34 S, Wall Township, New Jersey 07727		Latitude	100	Longitude	125
Main Telephone	(555) 555-5555	Email	support@hunterhigh.org		Website	huntertech.com

Emergency Entry Instructions for Law Enforcement

Keypad - Code:
 Swipe Card
 Key
 Knox/Lock Box - Location:

Forced Entry
 Other - Explain:

Location and Instructions to Silence Fire Alarm During an Emergency

Go to boiler room in basement
 Locate red silence alarm button on west wall and press it.

Process to End a Lockdown

Click Active tab
 Press Close on active notification

School Contact Information

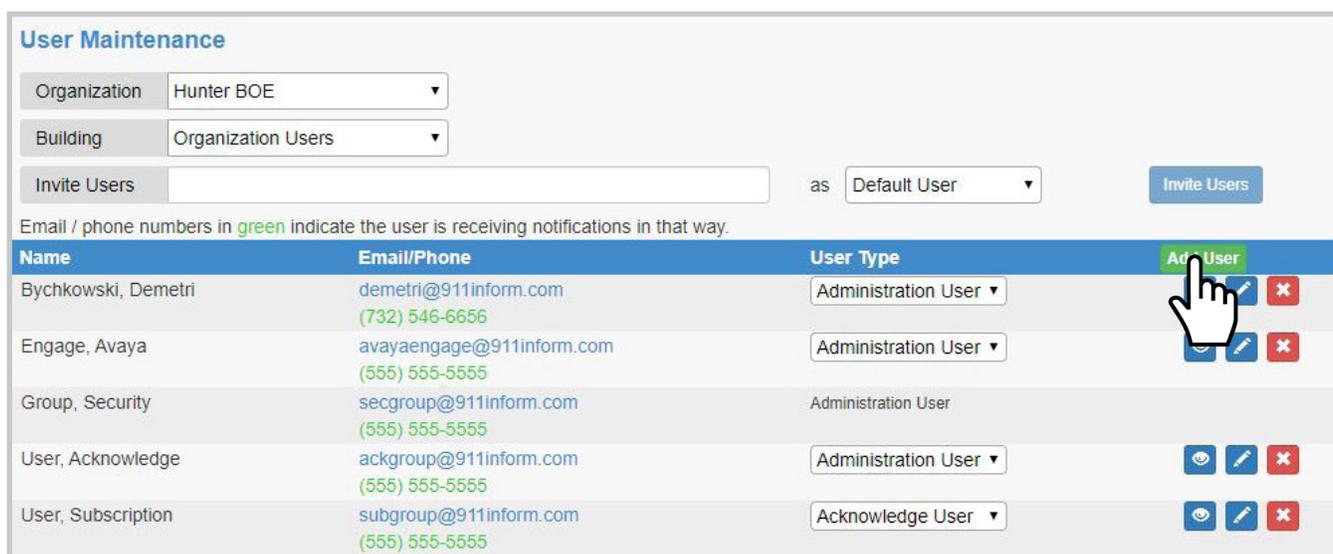
Principal	Hunter Doe		Email	jane.doe@email.com	
Work Phone	(234) 223-4222	Fax	<input type="text"/>	Cell Phone	<input type="text"/>

The **User Maintenance** tab allows you to view, edit, add, and delete users.



Adding a New User

- Select organization.
- Select the Building you want to add users to **OR** select Organization Users to be active in all buildings within the organization.
- Click the green Add User button.



User Maintenance

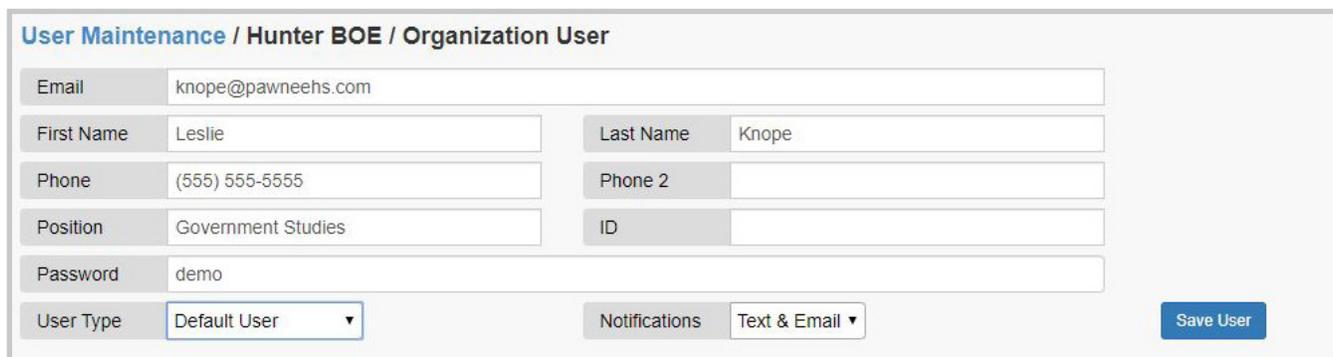
Organization: Hunter BOE
Building: Organization Users

Invite Users: as Default User

Email / phone numbers in green indicate the user is receiving notifications in that way.

Name	Email/Phone	User Type	Actions
Bychkowski, Demetri	demetri@911inform.com (732) 546-6656	Administration User	<input type="button" value="Add User"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Engage, Avaya	avayaengage@911inform.com (555) 555-5555	Administration User	<input type="button" value="Add User"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Group, Security	secgroup@911inform.com (555) 555-5555	Administration User	
User, Acknowledge	ackgroup@911inform.com (555) 555-5555	Administration User	<input type="button" value="Add User"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
User, Subscription	subgroup@911inform.com (555) 555-5555	Acknowledge User	<input type="button" value="Add User"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

- A new screen will display a basic form for you to fill out. Set their User Type: Default, Acknowledge or Administration. Set their Notification Type: Off, Text, Email, and Text & Email. Hit Save User when completed. It will bring you back to the main User Maintenance screen.



User Maintenance / Hunter BOE / Organization User

Email: knope@pawneehs.com

First Name: Leslie Last Name: Knope

Phone: (555) 555-5555 Phone 2:

Position: Government Studies ID:

Password: demo

User Type: Default User Notifications: Text & Email

USER TYPES

Each user type has customizable permissions chosen by your organization. The user permissions will be set up by the 911inform team.

Default: Basic user permissions (teachers)

Acknowledge: Mid-tier permissions (nurses, security advisors)

Administration: Full access to edit functionality for all users and usage of all permissions (principals, super superintendents)

- Once a user has been added they will be listed in the directory. You can freely change their User Type, Change Password (eye icon), Edit User (pencil icon), and Delete User (red X icon).

User Maintenance

Organization: Hunter BOE
 Building: Organization Users

Invite Users: as Default User

Email / phone numbers in green indicate the user is receiving notifications in that way.

Name	Email/Phone	User Type	Add User
Bychkowski, Demetri	demetri@911inform.com (732) 546-6656	Administration User	
Engage, Avaya	avayaengage@911inform.com (555) 555-5555	Administration User	
Group, Security	secgroup@911inform.com (555) 555-5555	Administration User	
Knope, Leslie	knope@pawneehs.com (555) 555-5555	Default User	
User, Acknowledge	ackgroup@911inform.com (555) 555-5555	Administration User	
User, Subscription	subgroup@911inform.com (555) 555-5555	Acknowledge User	

Adding an Existing User

If a user already exists in the system under a building and you want to add them to ANOTHER building you can send them an invite.

- Select the building/organization users you want to add the CURRENT user to.
- In the Invite Users field enter their email address associated with 911inform.
- Select the type of user they should be from the drop-down menu.
- Click Invite Users button.

User Maintenance

Organization: Hunter BOE
 Building: Organization Users

Invite Users: as

as: (dropdown menu open showing: Acknowledge User, Administration User, Default User)

Email / phone numbers in green indicate the user is receiving notifications in that way.

Name	Email/Phone	User Type	Add User
Bychkowski, Demetri	demetri@911inform.com (732) 546-6656	Administration User	
Engage, Avaya	avayaengage@911inform.com (555) 555-5555	Administration User	

- Once an invite is sent out they will automatically be added. The invited user will not receive any notification that this has been done.

The **Periods** tab allows you to define the periods with start and end times for each building within your organization.

 Periods

- Select Building.
- Click green Add Period button.

Periods

Organization: Hunter BOE

Building: Hunter High School

Period	Start Time	End Time	Add Period
1	7:30am	8:30pm	

- Input period number and class name (if any).
- Type in time, including AM or PM in both the Start and End Time fields.

Periods / Hunter High School / 1

Period #: 1

Period Name: Computer Science

Start Time: 07:30 AM

End Time: 11:58 PM

- Click on Periods at the top to automatically save and return to the Periods directory.

Periods

Organization: Hunter BOE

Building: Hunter High School

Period	Start Time	End Time	Add Period
Computer Science	7:30am	11:58pm	
Lunch	12:00pm	12:45pm	

The **Building Design** tab is where you design each of your buildings and assign teachers to each room by period. You can add rooms, doors, stairways, AEDs, and cameras to each building.

Building Design

(The 911inform team will initially create your organization. If you need to add or edit rooms, doors, cameras, speakers, etc. you can easily do this from the Building Design tab.)

Building Design

Organization: Hunter BOE
 Building: Hunter High School **1**
 Search:

Floor: - 1 + **2** **3** **4** **5** **6** **7**

Toggle Robots Toggle Map Printable Map Add New

Map showing rooms: 301, 302, 303, 304, Gym, 306, 307, 308, 309, 319, 318, 317, Cafeteria, Nurse, 313, 312, 311, 310, Door 9, Door 15, Door 6, Door 1, Faculty, 320, 321, 324, 323, 322, Goffe Hill Rd.

Name	Description	Floor	Extension	Type
East Stairway		1		Stairway
West Stairway		1		Stairway
Route		1		Route
301	Math Room	1	301	Room 8

1. If your organization has more than one building, you can select the building from the drop-down menu.
2. To move between floors press the Plus or Minus buttons.
3. The Globe icon will open a new tab and display the map from Google Maps.
4. Toggle Robots will hide or display the list of devices that has been added to the building.
5. Toggle Map will hide or display the building map leaving the directory list visible.
6. To print the map press the Print Map button. A new window will open in your browser and continue to print.
7. To create a new map item hit the Add New icon.
8. To edit a finished room click on the blue pencil OR the room on the map, to view class schedule click on the blue clock, view 360 images click on the green Eye icon, to remove a room click the red trash can to delete.

Adding a New Room

To add new items to the map press the green Add New icon. You will be prompted to fill in the following fields:

Building Design / Hunter High School /

Name Floor

Description Type

Extension(s)

360 Image

Upload 360 Image

Object
 Text -

- **Name:** Room # or short description.
- **Floor:** Input the floor you wish to add to, the map will automatically change to that given floor. For basement levels use 0.
- **Description:** Full name of the room.
- **Type:** Select the item you wish to add such as room, door, stairway, AED, camera, extinguisher, alarm, and hazardous material. *Door and cameras require additional information:*
 - Doors:** You will need the relay number, robot IP address, check locked/unlocked, and if its attached to a speaker.
 - Cameras:** You will need the camera IP address, the RTSP Port #, your camera system credentials (user name & password), and the model of camera.
- **Extension(s):** When adding rooms with phone extensions input the data in this field. You can add multiple extensions to each room by separating them with a comma.
- **360 Image:** The 911inform team will take and upload room images here.

Drawing Rooms & Doors

Building Design / Hunter High School / Gym

Name: Floor:

Description: Type:

Extension(s):

360 Image

Upload 360 Image

Object ▾ X Y W H Rot
 Text - X Y Size Rot

Drawing Squares & Rectangles

- In the upper left hand corner of the map a blue square will already be drawn.
- After filling in the room details the “Name” of the room will appear in the square.
- Click and drag the square onto the map to the location of the room.

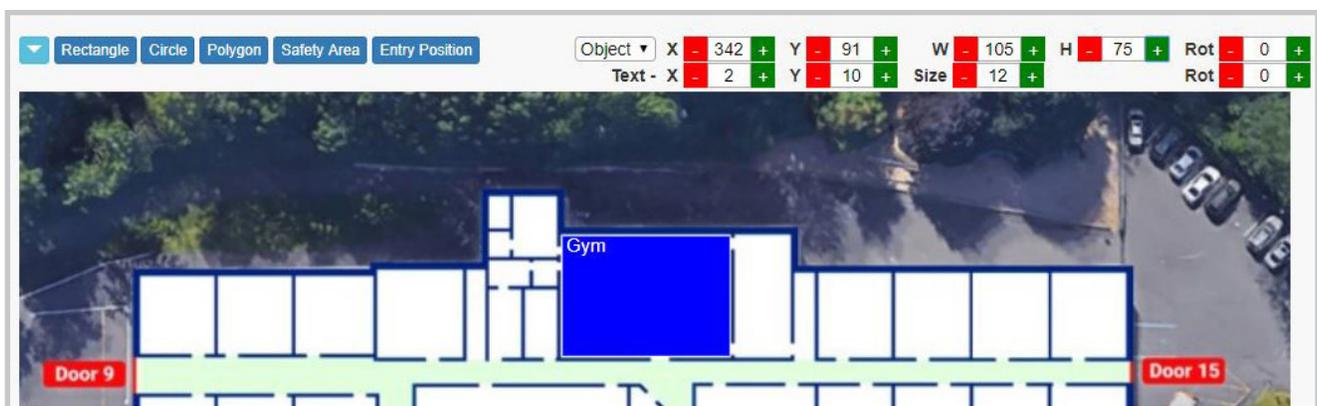
Object ▾ X Y W H Rot
 Text - X Y Size Rot



- Use the Object Coordinate Bar to adjust the square/rectangle shape to fill the room.

The “X” Coordinate will shift the square horizontally. The “Y” coordinate will shift the square vertically. “W” or the width will increase/decrease the size of the shape. “H” or the height will increase/decrease the size of the shape. “Rot” or rotation will rotate the shape.

- Use the “W” (width) and “H” (height) buttons to increase the size of the square so that it fills the room. Adjust the “X” and “Y” coordinates if needed.



- Use the Text Coordinate Bar to adjust the size and location of the room label.

“X” coordinate will move the text horizontally. “Y” coordinate will shift the text vertically. Size will increase/decrease the text size. “Rot” or rotation will rotate the text.

- Increase the size of the text and arrange it to the middle of the room.



- When completed, click on Building Design at the top to save the room and return to the main Building Design directory.

Drawing a Circle

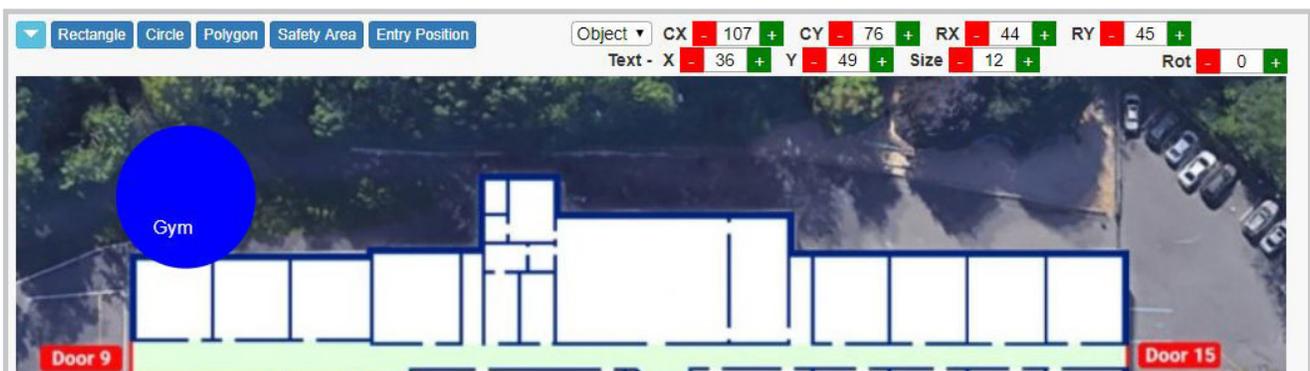
- To change the default object for a circular room click on the Circle button.
- Follow the directions that appears on the screen.



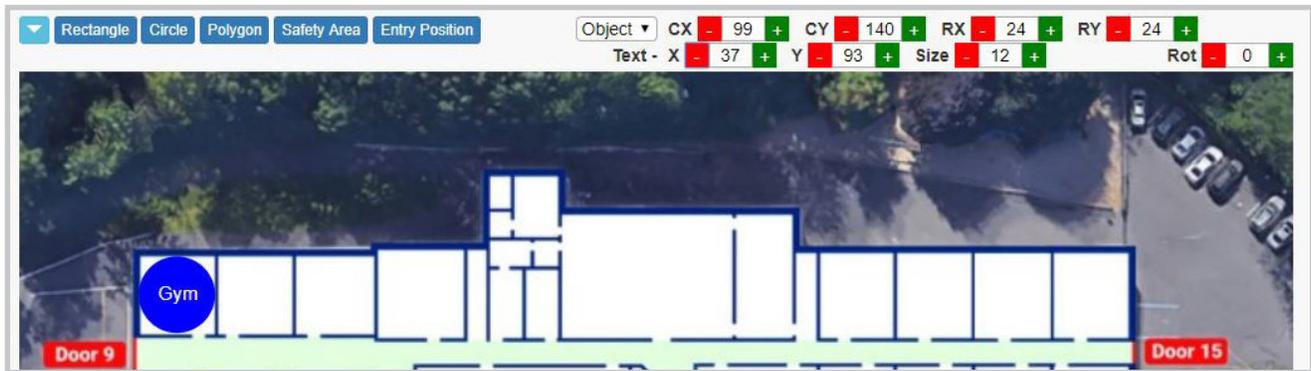
- First click and drag.



- Second click, the circle appears and the Object Bar changes to give you the ability to adjust the circumference. The Text Bar does not change.



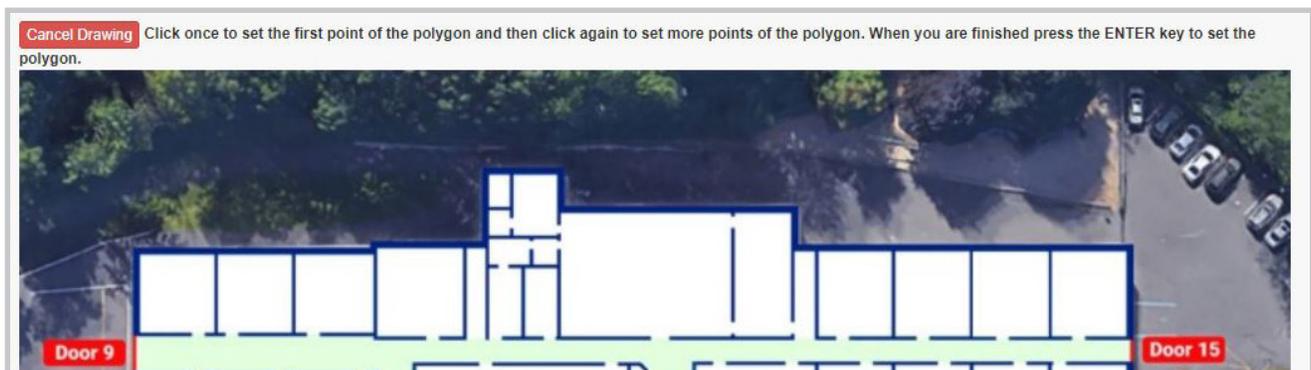
- Adjust the circle and text in the room.



- When completed, click on Building Design at the top to save the room and return to the main Building Design directory.

Drawing a Polygon

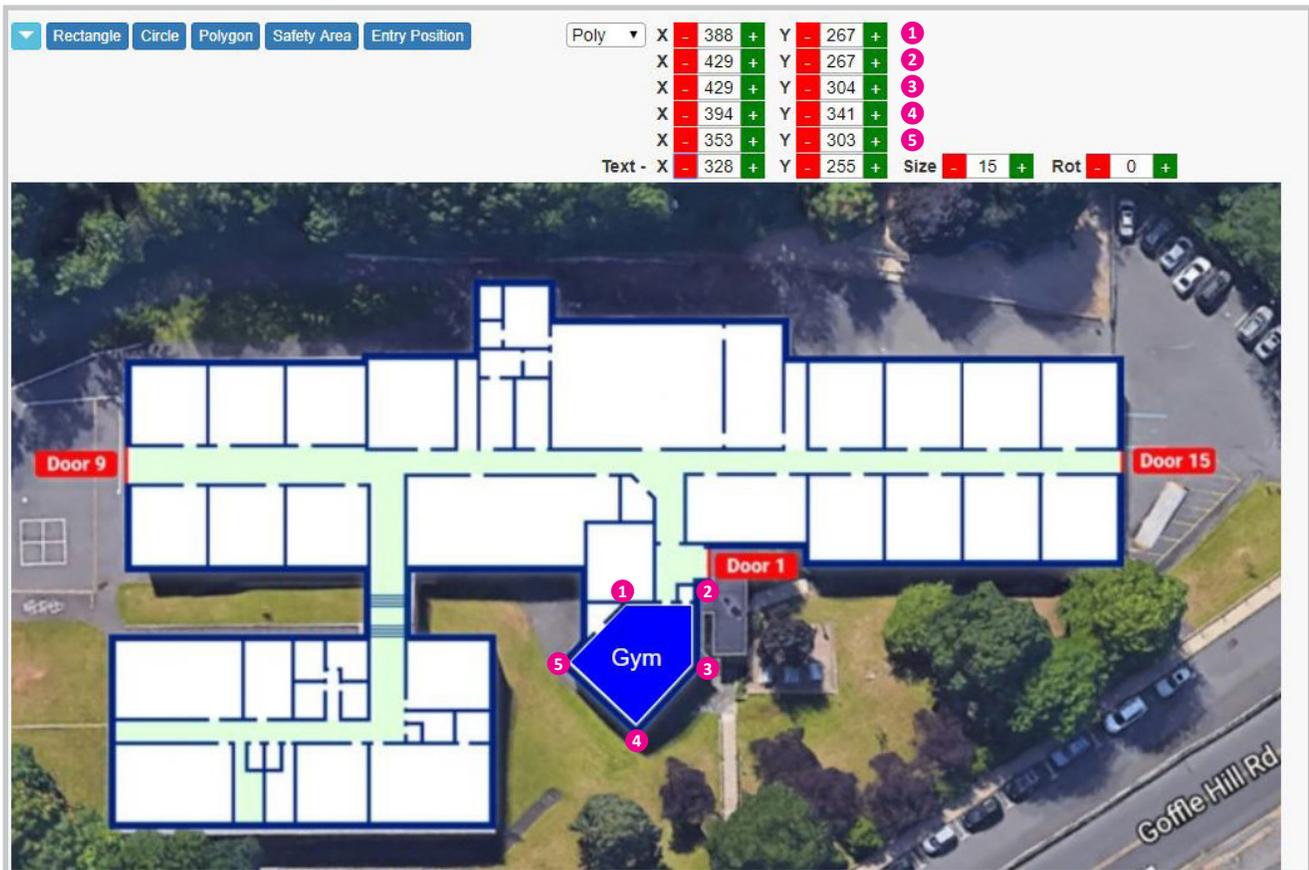
- To draw in rooms that are NOT square/rectangle, use the polygon tool to draw a room by hand.
- Follow the directions that appear on the screen.



- Click each point in every corner. When you get to the last point hit enter on your keyboard.
- After hitting enter you will notice the Object Coordinates Bar change. This is now listing each point you just drew.



- Use the new Object Coordinates Bar to properly adjust the corners of the room.



- Adjust the text to fit into the room accordingly. The Text Bar does not change.
- When completed, click on Building Design at the top to save the room and return to the main Building Design directory.

Adding a Safety Area

- Click on a room that needs a Safety Area added.
- Click on the Safety Area button.
- Follow the directions that appears on screen.



- Draw a small square in an area that isn't visible to the door. If a classroom has closets to hide all the students draw them as a safety area.
- An orange square has now been added to the room.



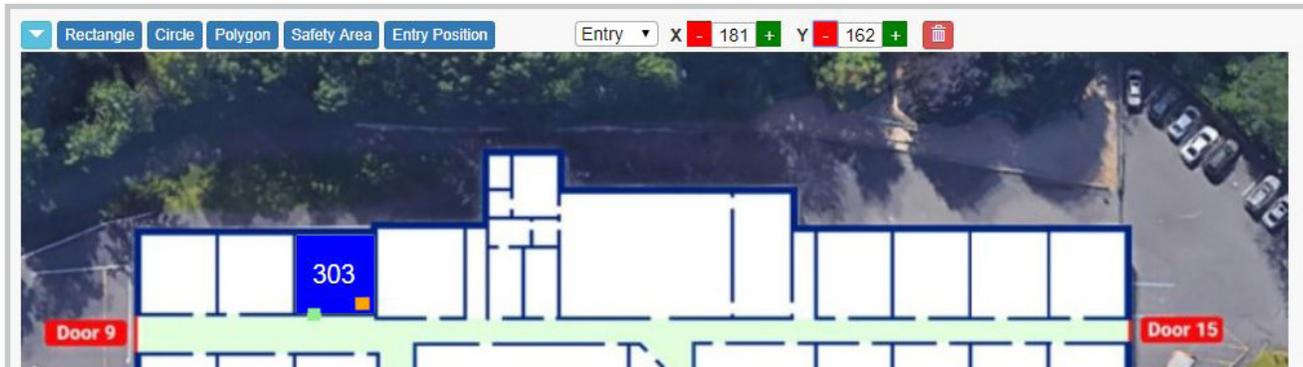
- Adjust the size and placement of the Safety Area if needed. If you no longer need a Safety Area in a classroom you can delete it by pressing the red trash can.
- When completed, click on Building Design at the top to save the Safety Area and return to the main Building Design directory.

Drawing a Entry Position

- If your original floor plans doesn't display doors, you can use this function to draw and highlight doorways.
- Click onto the room you want to add an entry position.
- Click on the Entry Position button.
- Follow the directions that appear on the screen.



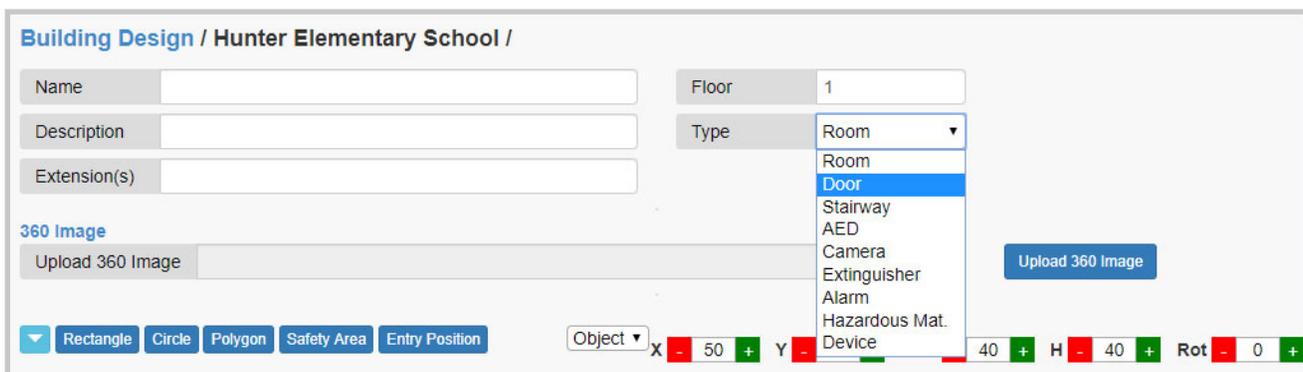
- The Object and Text Coordinates Bar now changes to Entry “X” and “Y” coordinates. Like the Safety Area feature, if you don’t need the Entry Position doorways you can delete it by pressing the red trash can button.
- Adjust the coordinates to move the Entry into place.



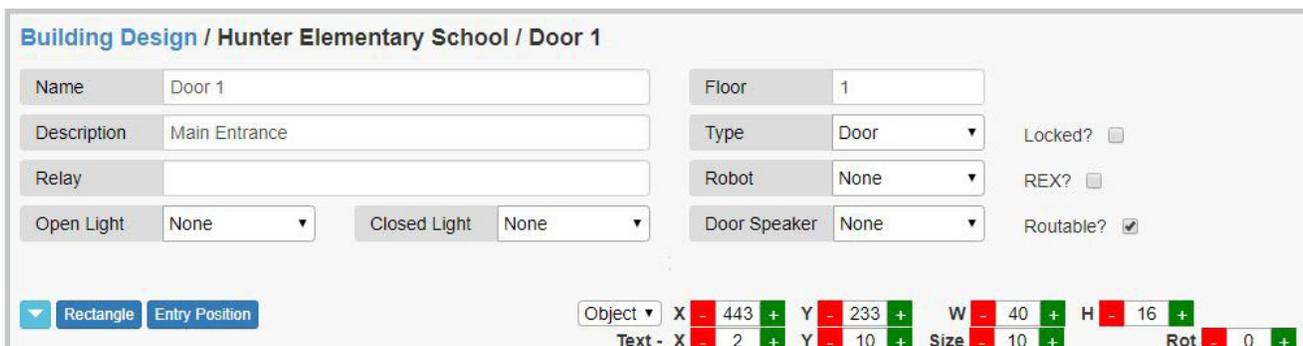
- When completed, click on Building Design at the top to save the Entry Position and return to the main Building Design directory.

Adding Perimeter Doors

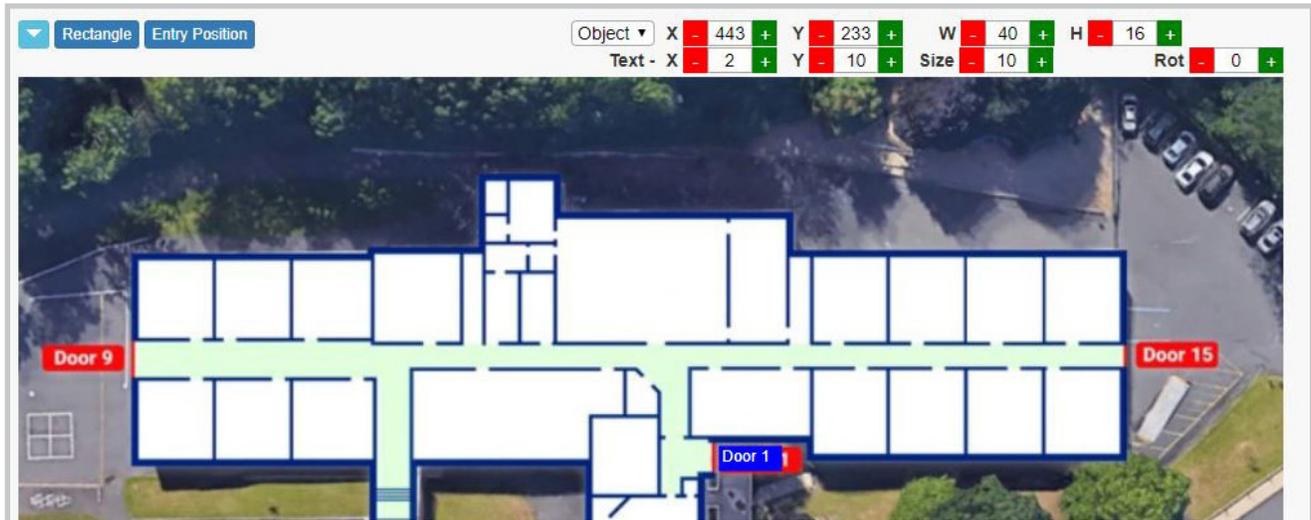
- Click the Add New button.
- Under Type change to Door from the drop-down menu.



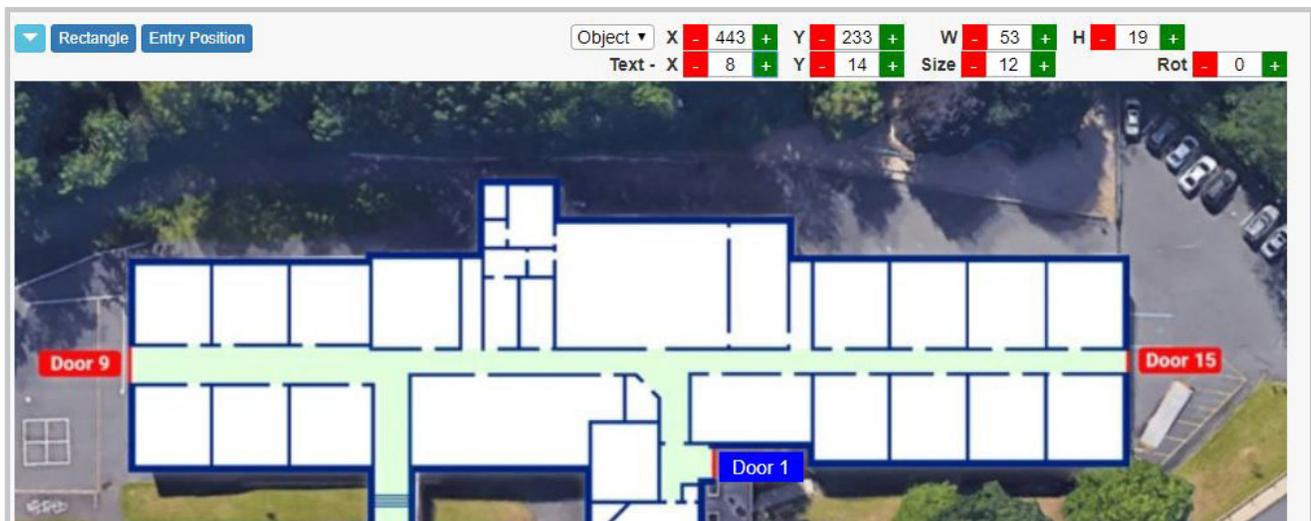
- The information fields will switch over to door settings. You will have to input your door access control settings. Contact the 911inform team if you need assistance with your vendors.



- Like building a room, a blue rectangle will appear in the upper left hand corner.
- Click and drag the door into place on the map.



- Use the Object Coordinate Bar to fix the sizing and position of the door.
- Adjust text accordingly.



- When completed, click on Building Design at the top to save the door and return to the main Building Design directory.

Adding Stairways

- Click the Add New button.
- Under Type change to Stairway from the drop-down menu.
- Use a naming convention for your stairwells. Add a brief description, such as, location in the building.

Building Design / Hunter Elementary School / Stairs 1

Name: Stairs 1 Floor: 1

Description: Stairwell between 304 and bathrooms Type: Stairway

Rectangle Entry Position Object X: 50 Y: 50 W: 40 H: 40

- Drag the blue square in the upper left hand corner to the stairwell location.
- Use the Object Coordinates Bar to adjust the size of the square to fit into the space.

Building Design / Hunter Elementary School / Stairs 1

Name: Stairs 1 Floor: 1

Description: Stairwell between 304 and bathrooms Type: Stairway

Rectangle Entry Position Object X: 282 Y: 113 W: 11 H: 55

Door 9 Door 1 Door 15

- If you'd like to add an Entry Position click on the button and follow the on screen directions.
- When completed, click on Building Design at the top to save the stairway and return to the main Building Design directory.

Adding AED's, Extinguishers, Alarms, Hazardous Materials & Devices

- To add any of these icons, click the green add new button. Under Type select the item to add to the map.

Building Design / Hunter Elementary School /

Name Floor

Description Type

Extension(s)

360 Image

Upload 360 Image

Object

- For example: Selecting an AED will add a small blue square in the upper left hand corner.
- In the Information section name it AED with a brief description, such as, location.
- Drag the blue square to the proper location on the map.

Building Design / Hunter Elementary School / AED 1

Name Floor

Description Type

Object




- When using the Hazardous Materials icon, place them in science labs, custodial storage or any other location storing hazardous chemicals. For the description of these, input the UN number or Hazmat code.

- Devices mark the locations of strobes and speakers. These will not show up on the map during any notifications. These are only visible when you are printing a map or within the Building Design tab. These are helpful to the 911inform team to easily and quickly locate these devices if an issue occurs. The team can quickly relay the locations to a service tech if an on site visit is necessary.

Building Design / Hunter Elementary School / Strobe

Name: Floor:

Device Associated: Type:

▼ Rectangle Object X: Y: W: H:

Building Design

Organization: Building:

Search:

Floor:

Camera Configuration

**Note: You will only be able to see these camera icons in Building Design. On active notifications, the maps will only display camera icons and access to first responders.*

- Click the green Add New button.
- Under Type select Camera.
- Give the Camera a name. This must be unique from all the cameras in the building.
- Fill in the Camera's description, such as, location in the building.
- Provide the IP address of the camera in the IP address field.
- Enter the RTSP port your camera is listening on. (Default: 554)
- Use the login credentials to the camera (username and password), if the camera does NOT have authentication credentials then leave the username and password blank.
- Enter the path to where the camera is emitting its stream in the Stream Path field. (IE: Hikvision cameras are /Streaming/Channels/101/)
- Select the model of the camera. If your model is not listed please select other.

Building Design / Hunter High School / Security Camera 1

Name	<input type="text" value="Security Camera 1"/>	Floor	<input type="text" value="1"/>
Description	<input type="text" value="Located in Gymnasium"/>	Type	<input style="border: none; background-color: #f0f0f0; padding: 2px 5px; font-size: 0.9em; font-weight: normal; color: #333; text-decoration: none; border-bottom: 1px solid #ccc; border-right: 1px solid #ccc; border-left: 1px solid #ccc; border-top: 1px solid #ccc; width: 100%;" type="text" value="Camera"/>
IP Address	<input type="text" value="000.00.000.00"/>	RTSP Port	<input type="text" value="554"/>
Username	<input type="text" value="sec_user1"/>	Password	<input type="text" value="sec_pwd1"/>
		Stream Path	<input type="text" value="/Streaming/Ch"/>
		Model	<input style="border: none; background-color: #f0f0f0; padding: 2px 5px; font-size: 0.9em; font-weight: normal; color: #333; text-decoration: none; border-bottom: 1px solid #ccc; border-right: 1px solid #ccc; border-left: 1px solid #ccc; border-top: 1px solid #ccc; width: 100%;" type="text" value="Hikvision"/>

▼
Rectangle

Object ▼
X
-
50
+

Y
-
50
+

W
-
1



- Drag the blue box in the upper left hand corner of the map to where the camera is located in the building.
- When completed, click on Building Design at the top to save the camera and return to the main Building Design directory.

Building Design / Hunter High School / Security Camera 1

Name	Security Camera 1	Floor	1
Description	Located in Gymnasium	Type	Camera
IP Address	000.00.000.00	RTSP Port	554
Stream Path	/Streaming/Ch		
Username	sec_user1	Password	sec_pwd1
Model	Hikvision		

Rectangle Object X - 348 + Y - 150 + W - 12 + H - 12 +

Editing a Camera Configuration

- Click on any camera icon on the map that you wish to edit.
- Change any fields necessary.
- When completed, click on Building Design at the top to save the camera and return to the main Building Design directory.

Building: Hunter High School

Search:

Floor: - 1 + 🌐 Toggle Robots Toggle Map Printable Map Add New

Adding Schedules to Rooms

- In the Building Design directory, scroll down to the classroom in the list and click on the Clock icon.

Name	Description	Floor	Extension	Type	
Stairs 1	Stairwell between 304 and bathrooms	1		Stairway	 
Route		1		Route	 
301		1	301	Room	  
302		1	302	Room	  
303		1	303	Room	  
304		1	304	Room	  
306		1	306	Room	  
307		1	307	Room	  
308		1	308	Room	  
309		1	309	Room	  

- Click on the green Add New Button.

Building Design / Hunter Elementary School / Schedule for Room - 302

Day	Period	Teacher	Alternate Teacher	Add New
Monday	1	Allen, Hunter		 
Tuesday	1	Allen, Hunter		 
Wednesday	1	Allen, Hunter		 
Thursday	1	Allen, Hunter		 
Friday	1	Allen, Hunter		 

- A window prompt will appear to select the option for days, period, assign teacher, and an alternate teacher. When selection is made hit OK. The class will now be added to the rooms schedule.

Building Design / Hunter Elementary School / Schedule for Room - 302

Day	Period	Teacher	Alternate Teacher	Add New
Monday	1	Allen, Hunter		 
Tuesday	1	Allen, Hunter		 
Wednesday	1	Allen, Hunter		 
Thursday	1	Allen, Hunter		 
Friday	1	Allen, Hunter		 

Room 302 Schedule

Mon
 Tue
 Wed
 Thu
 Fri
 Sat
 Sun

Period:

Teacher:

Alt Teacher:

The **Students** tab is where you add, edit and delete students assigned to each building. This is also where you assign students to rooms for each period.



Adding a New Student

- Select the Building you want to add students to.
- Click the green Add Student button.

Students				
Organization	Hunter BOE			
Building	Hunter High School			
Search		Previous	Next	Showing records 1 to 10 of 88
Name	Student ID	Phone	Active	Add Student
Abraham, Stewart	86	(555) 555-5555	Yes	  
Anderson, Michelle	90	(555) 555-5555	Yes	  
Ball, Harry	52	(555) 555-5555	Yes	  
Barker, Amanda	67	(555) 555-5555	Yes	  

- Fill in student and parent/guardian information. Click Students at the top to save and return to the student directory.

Students / Hunter High School / Ben Wyatt							
Student ID	100	Active?	<input checked="" type="checkbox"/>				
First Name	Ben	Middle Name		Last Name	Wyatt		
Address 1	1234 Eagleton Street						
Address 2							
City	Pawnee	State	IL	Zip	01234		
Phone	(555) 555-5555	Email	bwyatt@ultavista.com				
Contacts							
Name	Leslie Wyatt	Email	lwyatt@ultavista.com				
Home Phone	(555) 555-5555	Cell Phone	(555) 555-5555	Allow Pickup?	<input checked="" type="checkbox"/>	Notify?	<input checked="" type="checkbox"/>
Address	1234 Eagleton Street						
Drivers License No	LW1234567890	Clear	Save Contact				

- To search for students in the directory, use the search bar OR flip through the records with the NEXT and PREVIOUS buttons.



To locate a student during an active emergency click on the green magnifying glass icon. A window will pop up to display their location.



To edit a student/parent/guardian contact information click on the blue pencil icon.



To remove a student hit the red trash can.

Adding a Student Schedule

Students

Organization: Hunter BOE
 Building: Hunter High School
 Search:

Previous Next Showing records 81 to 89 of 89

Name	Student ID	Phone	Active	Add Student
Smith, Jane	12	(123) 456-7890	Yes	   
Smith, Jim	14	(111) 111-1111	Yes	   
Smith, Joe	13	(555) 555-5555	Yes	   
Terry, Carolyn	26	(555) 555-5555	Yes	   
Turner, Justin	58	(555) 555-5555	Yes	   
Welch, Rose	51	(555) 555-5555	Yes	   
Wilson, Una	45	(555) 555-5555	Yes	   
Wyatt, Ben	100	(555) 555-5555	Yes	   
Young, Kylie	27	(555) 555-5555	Yes	   

- Click on the blue Clock icon.
- Click on the green Add New button.

Students / Hunter High School / Schedule for Wyatt, Ben

Day	Period	Room	Add New
Monday	Computer Science	317	 

Tuesday	Computer Science	317	 

- A prompt will appear for you to select the days, period, and room. After selection hit OK. Repeat this step for each class.

Wyatt, Ben Schedule

Mon Tue Wed Thu Fri Sat Sun

Period:

Room:

Cancel OK

Students / Hunter High School / Schedule for Wyatt, Ben

Day	Period	Room	Add New
Monday	Computer Science	317	 
Monday	Lunch	Cafeteria	 

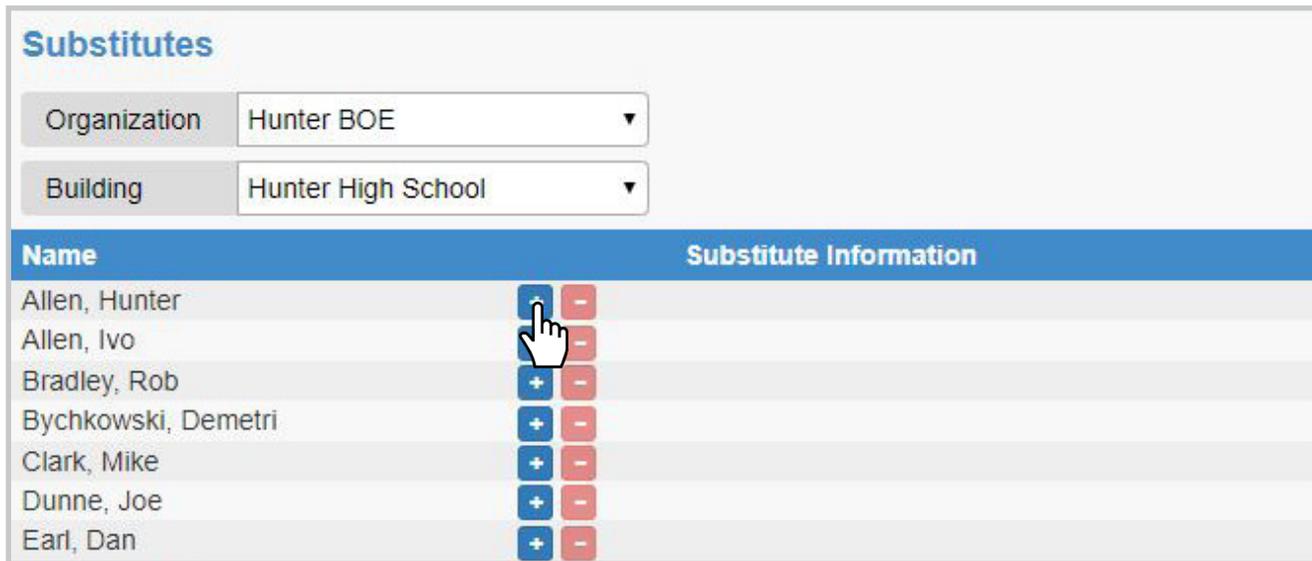
Tuesday	Computer Science	317	 
Tuesday	Lunch	Cafeteria	 

The **Substitutes** tab allows you to assign and remove substitute teachers within individual buildings.



In this section you will have a list of all the teachers assigned to each building populated here.

- To assign a substitute teacher click on the Plus sign next to the teachers name.



Substitutes

Organization: Hunter BOE

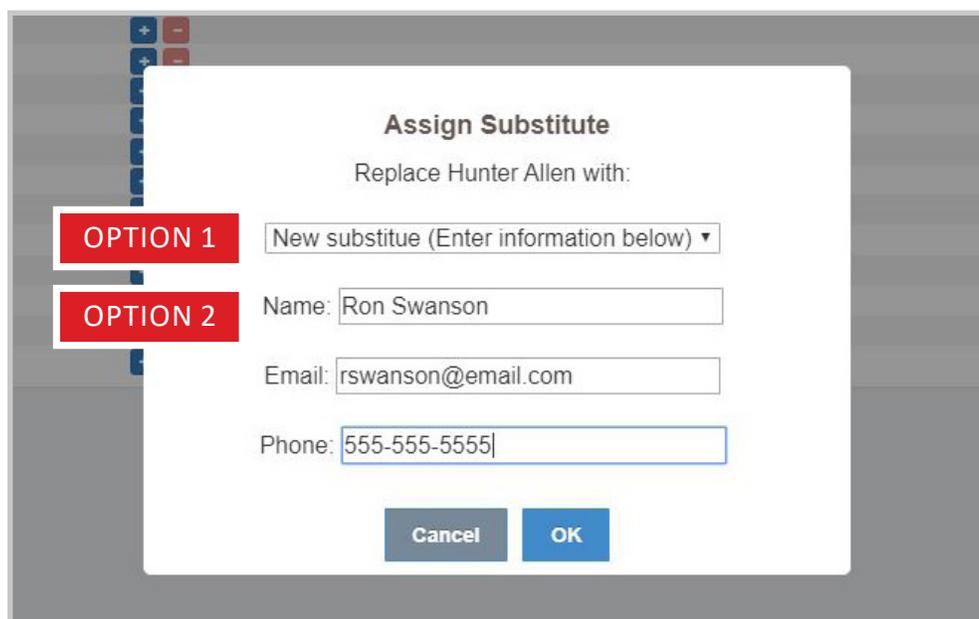
Building: Hunter High School

Name	Substitute Information
Allen, Hunter	 
Allen, Ivo	 
Bradley, Rob	 
Bychkowski, Demetri	 
Clark, Mike	 
Dunne, Joe	 
Earl, Dan	 

- A prompt will appear with two options:

Option 1: Assign an existing teacher as a substitute.

Option 2: Invite a new substitute teacher with a guest login.



Assign Substitute

Replace Hunter Allen with:

OPTION 1 New substitute (Enter information below) ▾

OPTION 2 Name: Ron Swanson

Email: rswanson@email.com

Phone: 555-555-5555

Cancel OK

Substitutes

Organization: Hunter BOE
Building: Hunter High School

Name		Substitute Information
Allen, Hunter	+ -	Name: Ron Swanson Phone: (555) 555-5555 Email: rswanson@email.com
Allen, Ivo	+ -	
Bradley, Rob	+ -	
Bychkowski, Demetri	+ -	
Clark, Mike	+ -	
Dunne, Joe	+ -	
Earl, Dan	+ -	
Engage, Avaya	+ -	
Group, Security	+ -	
Inform, 911	+ -	
Partner, Test	+ -	
User, Acknowledge	+ -	
User, Subscription	+ -	

- To remove a substitute from the regular scheduled teacher, click the Minus button to delete.
- If the substitute was added as a guest all credentials will be erased and will no longer have access to 911inform.

The **Reports** tab enables you to create a date to date summary of each notification type.



- Choose Building for the report you'd like to make.
- Select Summary Report type.
- **Summary options:** Notification Summary Report, Notification Details Report, Notification Check-in Report, Notification Safety Check Report, Notification SMS Report, Cleared Rooms Log, Student Roster, and Teacher Schedule.
- Select start and end dates.
- Click to view and print report to open in a new browser window OR directly download a PDF to print and save for your own records.

Reports

Organization

Building

Report

Start Date

End Date

View/Print Report

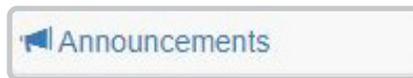
Download Report as PDF

Notification Summary Report

Hunter High School

ID	Date/Time	Type	State	Room	Sent to	Acknwdgd	Comments	Avg Response
N-1708	2/3/20 10:05am	Lock Down	Closed	317	15	1	1	--
N-1709	2/3/20 10:08am	Lock Down	Closed	317	15	1	1	--
N-1710	2/3/20 10:52am	Emergency	Closed	311	15	1	1	--
N-1711	2/3/20 2:09pm	Emergency	Closed	311	15	1	1	--
N-1712	2/3/20 4:37pm	Lock Down	Closed	302	15	1	1	--
N-1713	2/3/20 6:53pm	Emergency	Closed	301	15	1	1	--
N-1714	2/3/20 6:56pm	Emergency	Closed	301	15	1	4	19 seconds
N-1715	2/3/20 6:58pm	Emergency	Closed	309	15	1	1	--
N-1716	2/3/20 7:00pm	Emergency	Closed	301	15	1	1	--
N-1717	2/3/20 7:03pm	Emergency	Closed	301	15	1	1	--
N-1718	2/3/20 7:05pm	Emergency	Closed	301	15	1	1	--
N-1719	2/3/20 7:15pm	Emergency	Closed	301	15	1	1	--

The **Announcements** tab allows you to send district or buildingwide messages such as “School is canceled due to snow.”



From important daily announcements, delayed openings and school closings you can send an instant SMS notification, email or phone call districtwide or buildingwide.

- When sending announcements districtwide you do **NOT** need to choose a specific building. If you want to send an announcement concerning only ONE specific building, select Buildingwide from the drop-down menu and the building you want to send the announcement to.
- Check the type of delivery of the announcement from Text Message, Email, Phone Call, or ALL three.
- Check Send Now or Send in the Future to schedule a series of announcements (a date and time field will appear for this option).
- Input your message and click the Send Announcement button.

Announcements

Organization	Hunter BOE	▼
Building	Hunter High School	▼
Recipients	Districtwide	▼

Text Message Email Phone Call

Send Now Send in the Future

Message

The **Profile** tab where you can change your user information including password and profile picture.



Update

- Name
- Email
- Phone numbers
- Position/Job title
- Choose notification type (none, text, email, or text & email)
- Select a default building to receive notifications
- Change the interface to Dark Mode
- Enable 2-Factor Authentication for an extra layer of protection to ensure the security of your online account beyond your username and password.
- Upload profile picture
- Change Password

Profile

Email	secgroup@911inform.com		
First Name	Security	Last Name	Group
Phone	(555) 555-5555	Phone 2	
Position	Security	Notifications	Text ▼
Panic Button Default	No Default Building ▼	Language	English ▼

Dark Mode? Enable 2-Factor Authentication?

Change Profile Picture

Browse

Update Picture

Change Password

Password	<input type="password"/>	Confirm	<input type="password"/>
----------	--------------------------	---------	--------------------------

Update Password





911 INFORM

**MAKE EVERY
SECOND COUNT**