Immediate Response and Action to a SAFE Alert

When a teacher activates a SAFE alert from their classroom, the following will occur:
- An alert attention signal will sound to draw your attention to the MS-1000 or optional Touchscreen.
- The room or area initiating the alert will be displayed on the MS-1000 LCD and browser-based campus map, indicating where to respond.
- With cameras installed, a "live view" video feed of the room will appear, allowing you to asess the situation.
- SMS text and email messages will be sent to the SAFE System (Safety Alert For Education) response group.
- **The browser interface must be used to manage alerts (see step 3).**

When a SAFE alert is activated, immediately perform the following steps:

STEP 1—Respond to the MS-1000

STEP 2—Respond to the email sent to the SAFE System response group

STEP 3—Use the user interface to acknowledge receipt of the alert and end the event when authorized

STEP 1—Respond to the MS-1000

ALERT ARRIVES - Flasher is activated and beeper is sounding

1 - PRESS the "Alert Silence" button to silence the beeper and deactivate the flasher.

2 - Read the alert location from the screen.

3 - Follow pre-determined response plan protocols and procedures.

4 - If the "Alert Pending" message is displayed then press the "Alert Pending" button to view the next alert. Follow steps 2 and 3. Repeat until all alerts have been viewed and the "Alert Pending" message is no longer displayed.

5 - Press the "Clear Alert" button to clear individual alerts once they have been acknowledged.

LCD should display "Status OK" and "Netwk OK". If not, check the network cable connection between this box and the network connection plate on the wall or floor. Contact your Network Administrator or IT department if you cannot resolve the problem.

The "Power" LED should be illuminated. If not, check that the power supply is plugged into the AC wall outlet and MS-1000.

Note: SAFE System Training Recommended

In times of stress, the sudden release of adrenaline into the human body, can affect thinking and reasoning abilities greatly. The use of frequent fire drills help condition first responers to handle an emergency evacuation and allow them to respond to it, more or less, as if it was a common everyday event. When staff and students are trained for emergencies, everyone is familiar with the plan and how to conduct themselves during such an event. The training normalizes the event and conditions us with the appropriate response.

This same type of training and conditioning should be applied to SAFE System alert activations. All parties involved in responding to a SAFE System alert should be trained, rehearsed, and practiced in their roles according to the response protocols developed and established by school administration.
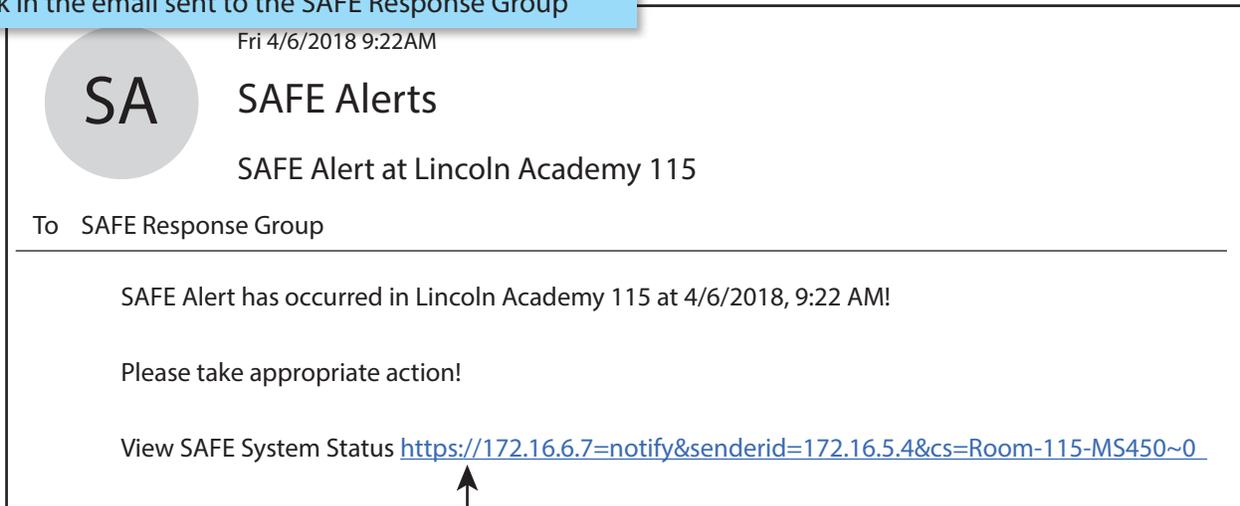
Frequent training in responding to a SAFE alert event will provide the response team with the self confidence and skills needed to respond appropriately even when the adrenaline is flowing.

"We don't rise to the level of our expectations, we fall to the level of our training" …..Archilochus

SAFE Alert Response Group Email

When a SAFE Alert is activated, **you must navigate to your SAFE NUC IP address (____.____.____.____) or open the email sent to the SAFE Alert Response Group and click on the URL highlighted in blue.** This will take you to a screen that will allow you to acknowledge the alert and, when officially instructed to do so, Log/End the event (see step 3).

STEP 2—Navigate to your SAFE NUC IP address or click on the link in the email sent to the SAFE Response Group

Fri 4/6/2018 9:22AM

SA

SAFE Alerts

SAFE Alert at Lincoln Academy 115

To   SAFE Response Group

SAFE Alert has occurred in Lincoln Academy 115 at 4/6/2018, 9:22 AM!

Please take appropriate action!

View SAFE System Status https://172.16.6.7=notify&senderid=172.16.5.4&cs=Room-115-MS450~0

Click on the URL to in order to display the screen shown below in STEP 3.

Acknowledging and Ending the Event

When the user interface opens, press the "Acknowledge" button. The "Acknowledge" button will be replaced with the "End Event" button. When notified by an authorized member of the SAFE alert response group, press the "End Event" button and record event details in the "Comment" box before pressing "Submit." **Note: Pressing the "Acknowledge" button on the browser screen is the only way to activate the classroom receiver's acknowledge mode.**

STEP 3—After accessing the user interface, acknowledge and end the event.

Press the "Acknowledge" button.

Once the "Acknowledge" button has been pressed, it will be replaced with the "End Event" button.

Upon notification from an authorized member of the SAFE alert response group that the event is over, press the "End Event" button.

A "Comment" window will appear. You cannot progress until you have made a comment and pressed the "Submit" Button.

You may now close this window by pressing the "X" in the top right corner of the screen.

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