

Respond Quick Start Guide



After data has been synced to Respond

- Within the NaviGate Prepared site:
 - Review all SIS data to ensure accuracy. *(Ref. Page 3)*
 - Review and assign users to Respond. *(Ref. Page 3)*
 - Make sure all staff has been assigned to receive building alarms. *(Ref. Page 4)*
- Download and install the app. *(Ref. Page 4-6)*
- **Critical:** You must select “Allow” for receiving notifications after the app has downloaded and is opened for the first time. Otherwise you will not receive push notifications or alarms on your device.
- Distribute app to staff. *(Ref. Page 7)*

Staff Testing, Roll Out and Conducting Drills

- Begin testing the app with a select group of teachers and admins. *(Ref. Page 7-8)*
- Make sure everyone has the current app downloaded, are able to login, notifications are turned on, group text feature is working and everyone is able to see all data.
- With your select group, review the following:
 - Download the app *(Ref. How to Download App Guide)*
 - Provide login or Activation Alarm Details
 - Trigger an alarm during the meeting
 - Ensure users are able to get notifications for alarm, see group texts and view data
 - Confirm users are receiving the correct notifications for the select buildings *(Note: users are able to turn on alarm notifications for a building in the Site Selection area of the app)*
 - Take time to answer questions, help users who are unable to login, trigger a second alarm, if time permits.
- Once testing is complete with the select group, roll the app out to your staff beginning with the smaller buildings. Repeat the procedures with full staff.

After Testing Respond with Staff

- Test all off-site evacuation areas for wifi and internet connections to ensure effective app usage.
- Identify additional users that may not have been originally setup for Respond such as cooks, aides, custodians, bus drivers, etc. It is important that anyone can account for a student and all staff should be able to receive emergency alerts.
- Get staff in the habit of using Respond each time a drill is conducted.
- SIS data is the basis for roster information in Respond. Therefore, data in Respond can only be as accurate as the data in your SIS. Regularly check synched data to ensure accuracy.
- Confirm all of your Flipcharts are published and viewable to your users.
- Continue to test and drill with Respond by conducting teacher-only drills. This can be done in a few minutes with minimal classroom disruption.

