

Back to school toolkit

Use this checklist to prepare for the upcoming school year!

Part 1: Manage your Rave Panic Button

- ☐ Log in to your account at www.ravefacility.com to review and update your system.

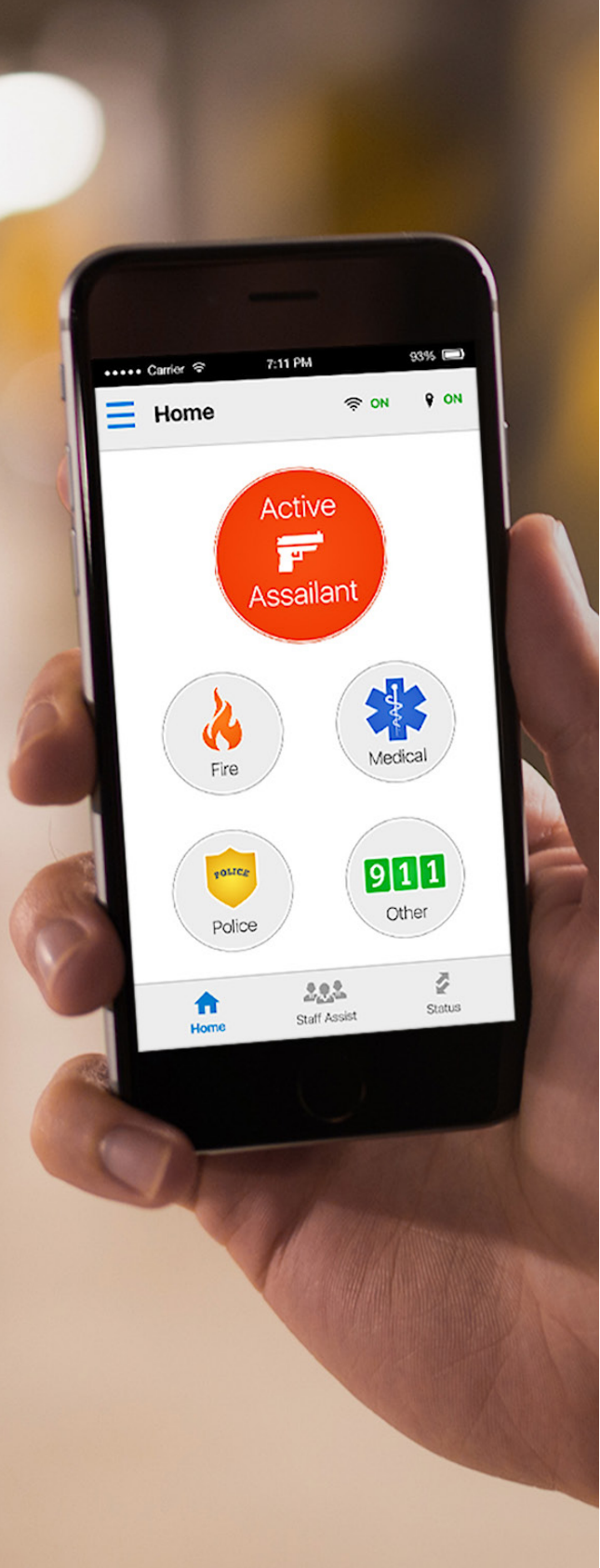
Specifically:

- ☐ [Update Account Administrators](#): Ensure the right administrators at your campuses have access to the system, so that they can provide critical updates to the Panic Button profile as needed. Don't forget to add your administrators under the "People" section if you want them to receive Panic Button alerts.
- ☐ [Refresh your Staff Assist Templates and Custom Staff Assist configurations](#): Do your Staff Assist templates and configurations from last school year still apply? Are there new templates you need to add? Now is a great time to review your templates, to ensure that emergency templates are marked correctly, and to review Operational Messaging guidelines.
- ☐ [Update Rave Panic Button users](#): Each new school year brings with it new members of your team. Check your rosters in Rave Panic Button and ensure that all your staff has been included. Also confirm that employees are assigned to the correct campuses. Check out the SmartLoader feature, described in Part 3 below, for an even easier way of managing large numbers of administrators and staff!

- ☐ [Add any new facilities to your school districts](#): Are new schools opening, or have new buildings been added to existing campuses? If so, be sure that they have been added to the relevant profile.

Part 2: Train on & exercise with Rave Panic Button

- ☐ [Review the videos](#)
- ☐ Encourage staff to download the Rave Panic Button app. For individuals, who have previously downloaded the app, be sure to check for the latest updates in their respective app store. Rave Panic button can be downloaded by authorized users from the following links:
App Store (iOS): <http://hyperurl.co/ravepanicbutton>
Play Store (Android): <https://play.google.com/store/apps/details?id=com.ravemobilesafety.panicbutton>
- ☐ [Plan to Test your system](#): testing the system prior to the start of the school year helps validate that your campus has been set up as you intended and identifies any potential issues to address. If necessary, do not hesitate to reach out to Rave's Support team by sending an email to rave.support@motorolasolutions.com.
- ☐ Incorporate Rave Panic Button into your annual [School Safety Drill schedule](#). Anytime one of your campuses has an emergency drill or exercise, we



encourage you to use Rave Panic Button by following our Best Practices. Be sure to coordinate with your local 9-1-1 center and law enforcement, fire, and emergency medical agencies prior to any drill that would incorporate Rave Panic Button. Also take time to review the new Drill Management in Panic Button, described below (see Part 3 below), for a great tool to help organize and track school drills. Finally, remember to move any drill from the incident section to the drill section in Motorola Facility.

Part 3: Review new features of Rave Panic Button

Check out helpful [Rave Panic Button features](#) and see if they are right for your account:

- ☐ Rave Panic Button Status Checks allow you to swiftly solicit condition and location information from your staff during a crisis event. Review [how to manage a status check in real-time](#) then check out [how to configure status checks](#) in your account.
- ☐ [SmartLoader for Panic Button](#) is a simple way to manage large accounts with lots of administrators, staff, and/or campuses.
- ☐ Drill Management in Rave Panic Button is a great option to track compliance drills for fire, severe weather, and more, all within your Rave Panic Button account. You can even review drills for an individual campus or for your entire organization.
- ☐ Content Directory in Rave Panic Button allows you to upload school- or event-specific materials so they can be easily accessed by Staff through the Rave Panic Button app itself.
- ☐ Enable App activation from any campus regardless of which location they are affiliated to trigger any emergency responses.



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