

Rave Panic Button preparedness guide

Use this checklist annually to ensure that your organization is prepared.

Part 1: Manage your Rave Panic Button

Log in to your [Facility account](#) to review and update your system. Specifically:

- ❑ **Update Account Administrators:** Ensure the right administrators at your organization have access to the system so they can provide critical updates to the Rave 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.
- ❑ **Add any new facilities:** Are new locations opening, or have new buildings been added to existing locations? If so, be sure that they have been added to the relevant profile.
- ❑ **Refresh your Staff Assist Templates and Custom Staff Assist configurations:** Are your Staff Assist templates and configurations still up-to-date? Are there new templates you want to include? Now is a great time to refresh these.
- ❑ **Update Rave Panic Button users:** Do you have new team members? Check your rosters in Rave Panic Button and ensure that your new members are included. Check out the new SmartLoader feature, described in Part 3 of this document, for an even easier way of managing large numbers of employees.

Part 2: Train on and exercise with Rave Panic Button

- ❑ Encourage employees 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 [App Store](#) (iOS) or [Play Store](#) (Android).
- ❑ If you decide to configure the new Status Checks feature (see Part 3 below), be sure to review this [“How to Answer a Status Check” video](#) with your team.
- ❑ **Plan to Test your system:** Testing the system at least once per year helps validate that your organization has been setup as you intended and identifies any potential issues to address. If necessary, do not hesitate to reach out to our support team by sending an email to rave.support@motorolasolutions.com
- ❑ Incorporate Rave Panic Button into an annual safety drill schedule. Anytime your organization 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. Finally, remember to move any drill from the incident section to the drill section in Facility.



Part 3: Review new features of Rave Panic Button

- ❑ Check out helpful [new 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 employees 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 Rave Panic Button](#) is a simple way to manage large accounts with lots of administrators, employees and/or locations.
 - ❑ 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 locations or for your entire organization.
 - ❑ Content Directory in Rave Panic Button allows you to upload organization- or event-specific materials so they can be easily accessed through the Rave Panic Button app itself.
 - ❑ Enable App activation from any location, regardless of which location they are affiliated, to trigger any emergency responses.
 - ❑ Rave Panic Button app sends confirmation to users after activation and reports how many recipients have received the messages. The feature is available to both emergency activations and staff assist.

Learn more about Rave Panic Button at
www.motorolasolutions.com/panic-button

