

Raptor® Emergency Management System Implementation and Training

Raptor Technologies® is your partner to ensure a comprehensive and effective district-wide emergency management solution. We provide you with cutting edge technology and help you apply proven processes and protocols. As a Raptor partner, you'll be assigned a dedicated **Success Manager** to guide you through the implementation and training steps to facilitate your successful use of the system.

DAY 1: Ensuring Good Processes

- ▶ We review your existing reunification protocols, discuss good approaches, and create a reunification procedure based on proven practices
- ▶ We then practice the new procedure, including use of the Raptor app to gain familiarity
- ▶ To ensure that everyone is completely comfortable, we conduct one or more tabletop reunification exercises until your staff feels confident

Once everyone understands the reunification process, we'll review your district's specific reunification plan and protocols with district leaders. Important considerations include:

- ✓ Specifying valid IDs for parent/guardian check-in at the reunification site
- ✓ What to do if a parent not on the approved parent/guardian list shows up
- ✓ Communications—how and when to communicate with parents/guardians in the event of an actual emergency requiring offsite reunification
- ✓ Best practices tailored to your district's unique needs

DAY 2: Reunification Site Scout

We'll perform a **"site scout"** with you at your selected reunification site. During the site scout, you can consult with your Success Manager on details, pros, and cons regarding your reunification site.

Your Success Manager will help you think through questions and issues such as:

- ▶ Optimal locations of **parent/guardian entrances and exits**

- ▶ Optimal physical **placement of greeters**
- ▶ Length of **time for runners** to get to the student holding area and return
- ▶ Organization of **your student holding area**
- ▶ Available **power**
- ▶ **Wi-Fi** network
- ▶ **Backup network** for reunification team if Wi-Fi goes down
- ▶ **Sufficient parking** for parents/guardians, media, district personnel, etc.

If your district has all the above items and is prepared to conduct a mock reunification drill, *Day 2 can be used to conduct the mock drill at your chosen reunification site.* Your Success Manager will observe your current reunification plan in action and provide feedback.

To help ensure a successful start, your Success Manager will assist in configuring your drill schedule in the Drill Manager module, import classroom number lists and locations provided by the district, and create Incident Commander credentials for the district as a whole and for all campuses.

To help communicate this information to your community, your Success Manager can also provide:

- ▶ Training presentations
- ▶ Videos explaining the various reunification roles
- ▶ Answers to frequently asked questions

To ensure your long-term success and satisfaction, your Success Manager will come onsite once a year to assist with reunification drills.

For more detailed information about the Raptor system, implementation, or training, call us or visit our website.