Emergency Management Implementation Overview

Implementation generally takes 6 weeks, however it is flexible pending district availability and readiness.

Phase I: Implementation Kick-off Meeting

Description: During this phase, the Raptor® team and the district will discuss a high-level overview of the system and a project plan. This implementation kick-off meeting is conversational.

Prerequisite Information:
✔ The district has selected a "go live" date for the Raptor Emergency Management system.

Key Players: Primary project coordinator, building/security directors, drill coordinator, and SIS contact

Type of Engagement: Webinar

Duration: 60 minutes

Homework for Next Phase:
✔ The district will provide drill requirements to the Raptor team.

Phase II: Configuration Training

Description: During this phase, the Raptor team will conduct an interactive webinar on how to create a district drill schedule, within the Raptor Emergency Management system, and discuss the information needed to configure the Raptor system.

Prerequisite Information:
✔ The district has sent drill requirements to the Raptor team.

Key Players: Same group as Implementation Kick-off Meeting + the district manager for the Raptor Emergency Management system

Type of Engagement: Webinar

Duration: 90 minutes

Homework for Next Phase:
✔ The district will provide a list of classroom numbers and other locations within the campus to the Raptor team.
✔ The district will select the Incident Commander(s) for the district and all campuses.
✔ The district will upload campus layouts into the Raptor Emergency Management system.

Phase III: Client Configuration

Description: During this phase, the district will become acquainted with the system and will continue the configuration process.

Prerequisite Information:
- ✔ The Raptor team has uploaded the classroom number list and locations provided by the district.
- ✔ The Raptor team has created Incident Commander credentials for the district and all campuses.
- ✔ The district has uploaded campus layouts into the system.

Key Players: Primary project coordinator

Type of Engagement: The district will configure their system settings. The Raptor team is available for assistance upon request.

Duration: Duration pending district availability and readiness

Homework for Next Phase:
- ✔ The district will select the participants that will be included at the table-top exercise.
- ✔ The district participants will download the Raptor Reunification® app onto their devices.

Phase IV: Table-top Exercise

Description: During this phase, the Raptor team will lead an interactive webinar designed to emulate a drill.

Prerequisite Information:
- ✔ The district has selected participants that will be included at the table-top exercise.
- ✔ The district participants have downloaded the Raptor Reunification app onto their devices.

Key Players: Same group as Configuration Training + select staff (usually principals)

Type of Engagement: Webinar

Duration: 90 minutes

Homework for Next Phase:
- ✔ The district will finalize the Raptor Emergency Management system configuration.
- ✔ The district will schedule an on-site drill (ex. lockdown or fire) at a district campus.

Phase V: Conduct Drill

Description: During this phase, an on-site drill will be performed at a district campus.

Prerequisite Information:
- ✔ The district has finalized the system configuration.
- ✔ The district has scheduled an on-site drill (ex. lockdown or fire) at a district campus.

Key Players: Principal, SRO, office staff, teachers, students, etc

Type of Engagement: On-site drill

Duration: Dependent on drill type, school size, number of students, etc

On-going maintenance:
- ✔ Configuration complete. Client maintains and updates the system as needed.