

**NaviGate Prepared**

## **STAFF TRAINING**

**BUILDING CONFIDENCE IN SCHOOL SAFETY**



# Agenda

- Overview of NaviGate Prepared
- List of Covered OCM BOCES Sites
- Types of Accounts
- Setting Up My Account
- Initiating Alarms
- Optional Smart Phone APP
- APP Features
- Downloading & Installing the Optional App
- Account Basics

**NaviGate Prepared**  
is a school safety  
software platform  
designed to help  
schools **develop,**  
**maintain,** and **execute**  
an effective school  
safety program.

The screenshot shows the NaviGate Prepared web application interface. At the top, the header includes the logo "NaviGate Prepared" and the text "NAVIGATE PREPARED CRITICAL INFORMATION SYSTEM". On the right side of the header, it says "Welcome Porter, Chris" and "Sign Out" with the URL "secure.navigateprepared.com(172.18.46.139)". Below the header, there is a navigation bar with "NaviGate Prepared" and "Administration" links. A green oval highlights the "Administration" link. The main content area features a list of eight modules, each with an icon, a title, and a description:

- Call Lists**: Manage contact information.
- Documents**: Store files securely in the cloud.
- Maps & Floor Plans**: Create and view interactive floor plans.
- Virtual Binders**: Easily build and organize safety information.
- Flipcharts**: Create and access emergency procedures.
- Drill Logs**: Schedule, facilitate, and log safety drills.
- Safety Plans**: Use our wizard to easily create safety plans.
- Respond**: Account for students during an alarm.

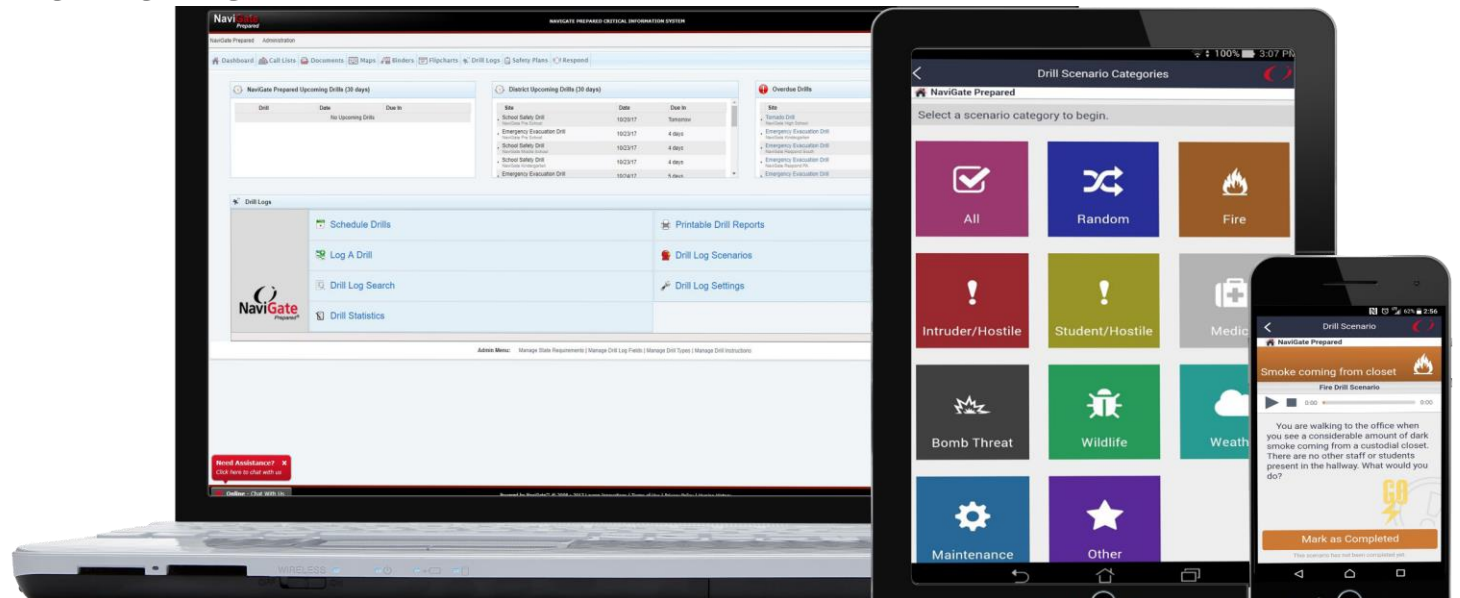
At the bottom of the page, there is a footer with the text "Online - Chat With Us" and "by NaviGate™ © 2008 - 2017 Lauren Innovations | Terms of Use | Privacy Policy". On the far right of the footer, there is a link "Need Help?" with a question mark icon.



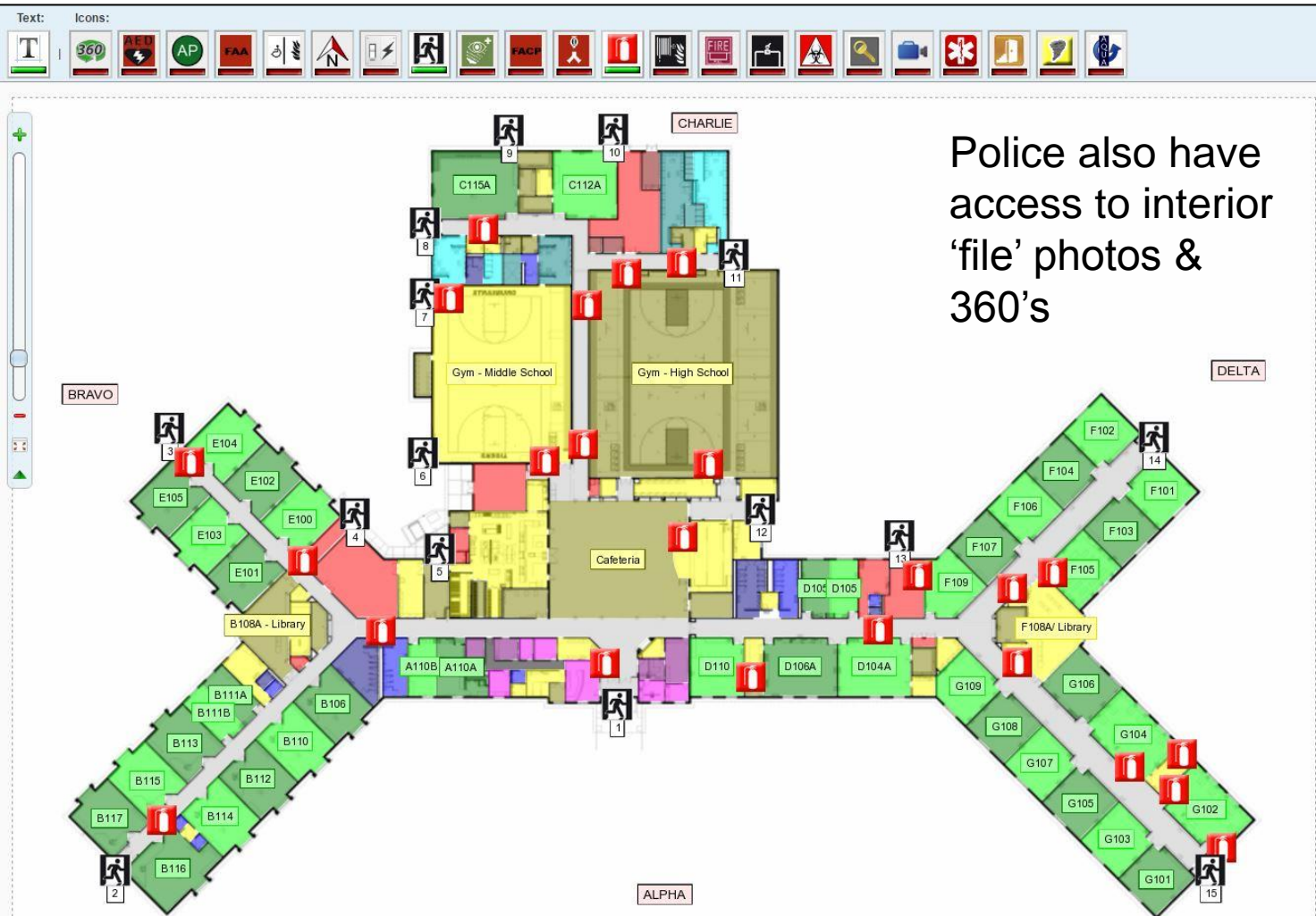
# Overview of NaviGate Prepared

## School Safety Software

- Promotes emergency preparedness
- SUPPLEMENTS EXISTING COMMUNICATION METHODS
- Supports state compliance requirements
- Simplifies safety-related tasks
- Primary modules include:
  - Respond (Alerts)
  - Flipcharts
  - Safety Plans



# Law Enforcement: Pre-Planning & Response



# **What Sites Will Have Access to NaviGate**

## **All Regular Staff At:**

### **Primary Instructional & Non-Instructional Sites**

- Main Campus
- Crown Road Campus
- Alternative To Homebound
- Thompson Road Campus – Career & Technical Education Building
- Thompson Road Campus – STARS Alternative High School
- Thompson Road Campus - Innovation Tech High School
- Central New York Regional Information Center (CNYRIC)
- Cortlandville Campus/McEvoy
- Cortland Alternative School
- Seven Valleys New Tech Academy

# Two Types of Accounts

## Web Based (<https://secure.navigateprepared.com>)

Send and Receive Alerts

Electronic Student Attendance (via SchoolTool link)

- Desktop Computer
- Laptop (internet connected)
- Tablet (internet connected)

## Optional Smart Phone Application

Send and Receive Alerts (via APP and/or PHONE TEXT, EMAIL)

Electronic Student Attendance (via SchoolTool link)

Access to Emergency Procedures “Flipchart”

Real-time Chat During Events



- Health and Safety Home
- OCM BOCES Districtwide Emergency Plan
- A - Z Directory
- Fire Safety for School Staff
- Front Office Safety - Training Videos
- District Representatives & Right-to-Know Officers
- School Nurses & Health Office Forms
- Water Testing for Lead



The **Health, Safety and Risk Management Program** is designed to provide information, leadership, training and technical support to assist component school districts and OCM BOCES with the implementation of a comprehensive safety program, and to ensure compliance with applicable state and federal regulations. Services are provided by professional and experienced Safety Officers; Donald Warnow, Ken Waldbly, Susan Walker, John Rafłowski, Kelly Neish and Sean Dunlap.

The Health, Safety and Risk Management (HSRM) office services twenty-five (25) school districts with the goal of supporting higher standards of regulatory compliance, and to promote the safety and well-being of school district students and staff in an efficient, cost-effective manner.

Program Information	Online Training	Safety Data Sheets (SDS)	Staff Only Links
<ul style="list-style-type: none"> <li>• <a href="#">What is the Health, Safety, &amp; Risk Management CoSer</a></li> <li>• <a href="#">What Services Do We Provide</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Right-to-Know &amp; Bloodborne Pathogens</a></li> <li>• <a href="#">Emergency Response Procedures - Orientation Training</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">SDS Search (formerly MSDS - Material Safety Data Sheets)</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Navigate Prepared Respond APP Training</a></li> <li>• <a href="#">Respond APP Frequently Asked Q &amp; A</a></li> <li>• <a href="#">Your Safety Committee Rep</a></li> <li>• <a href="#">Health &amp; Safety Report</a></li> <li>• <a href="#">Pesticide Notice</a></li> <li>• <a href="#">Asbestos Notice</a></li> <li>• <a href="#">Employee Product/Chemical Usage Memo</a></li> </ul>



# Setting Up My NaviGate Account

**Email With Instructions - Forthcoming**

**Web Based (<https://secure.navigateprepared.com>)**

Login Credentials –

Username –

Password –

Secure ID –

## Optional Smart Phone Application

Download APP (Video Link - <https://www.youtube.com/watch?v=0kp1ouKyOUM#action=share>)

Login Credentials –

Username –


Password –

Secure ID –


# Setting Up My Web Based NaviGate Account


Access Functions  
from Desktop,  
Laptop, Tablet &  
any internet  
connected device

(<https://secure.navigateprepared.com>)




Sign in form with fields for Username and Password, a Sign in button, and a link for Forgot your Password?

 |

 Password

**Sign in**

[Forgot your Password?](#)

 **First Responder?**

## Quick Access:

### Learn

Register today for the [2nd Annual Summer Safety Academy & Conference](#) - a two-day workshop that gives you exclusive access to hands-on training, a first look at new product developments and expert advice from thought leaders in school safety.

### Stay Informed

Sign up for your [monthly customer newsletter](#).

### Network

[Join your exclusive customer portal](#) to network with your peers, learn and share the latest about NaviGate Prepared and school safety and provide input for product enhancements.

### Forgot Your Secure ID?

No worries! Simply email [customer support](#) and let us know your email address and school district.

# Setting Up My Web Based NaviGate Account

Browser address bar: [https://secure.navigateprepared.com/emergency/emergency\\_da](https://secure.navigateprepared.com/emergency/emergency_da) | Dashboard - NaviGate Prep... x


File Edit View Favorites Tools Help

Home ICC publicACCESS Readiness and Emergency... Oswego boces greeter trai... MLP My Learning Plan IS-907 - Active Shooter W... HP Download Store

OCMBOCES\* OCM BOCES | CRITICAL INFORMATION SYSTEM Welcome Allen, Julie Sign Out


**OCM BOCES**


*General Users (Applications Depend Upon User Type)*


**Respond**  
*Account for students during an alarm.*


Receive & Initiate Alerts  
Account for Students

**Setup**

 Help

 Webinars

 Camp NaviGate



Offline - Leave a Message

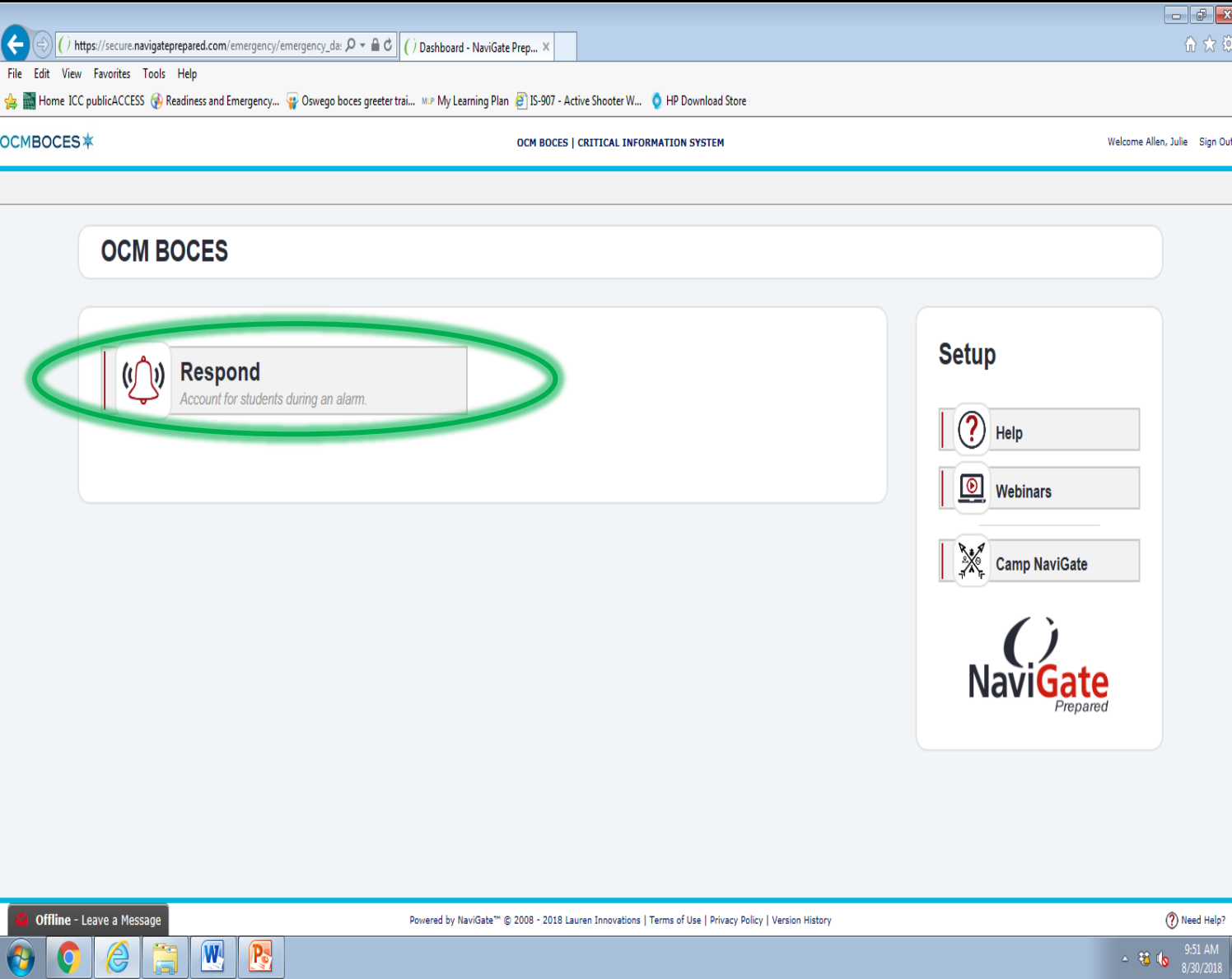
Powered by NaviGate™ © 2008 - 2018 Lauren Innovations | Terms of Use | Privacy Policy | Version History

Need Help?

9:51 AM  
8/30/2018



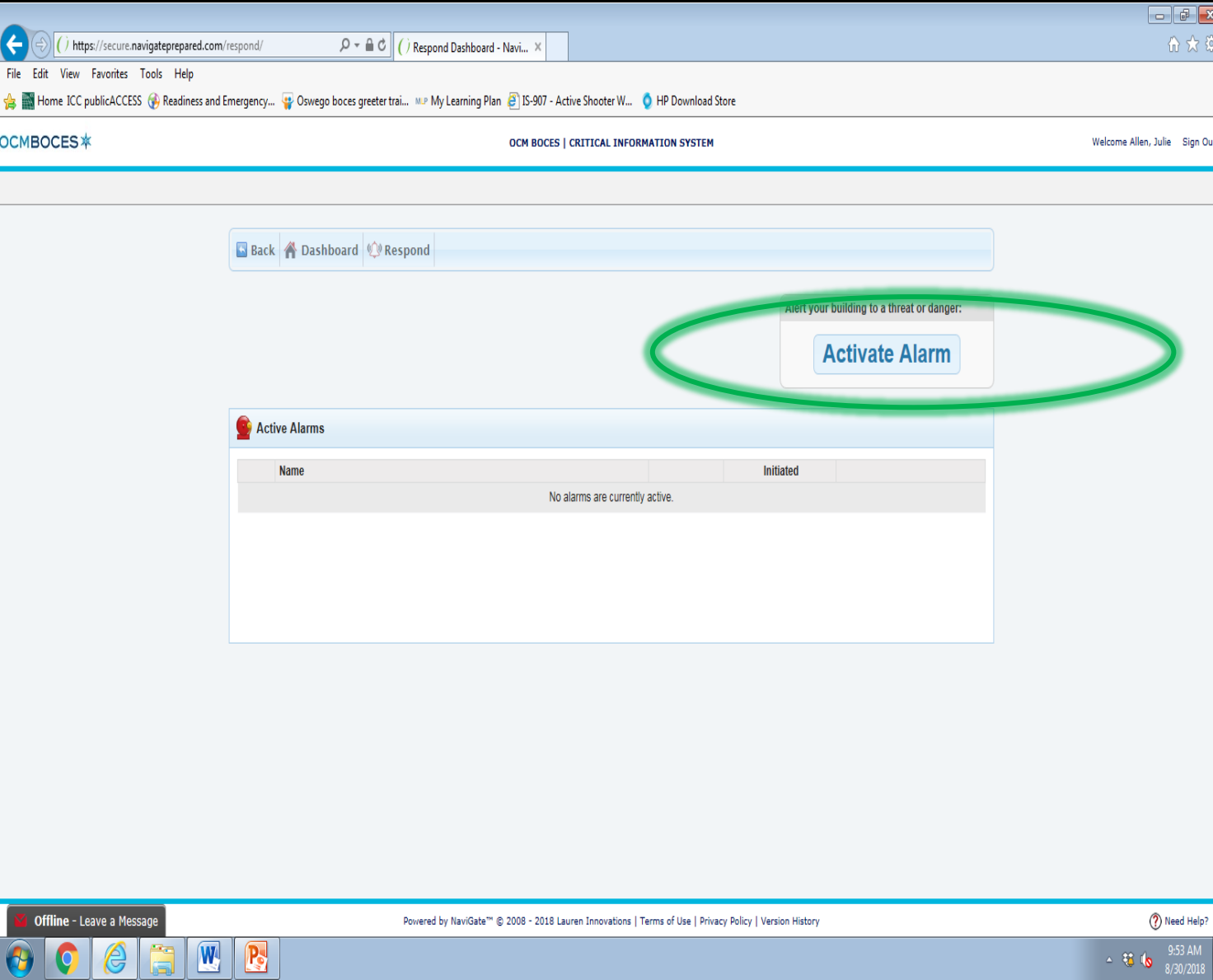
# Initiating Alarms



## To Initiate an Alarm

- Choose **Respond** from the Home screen

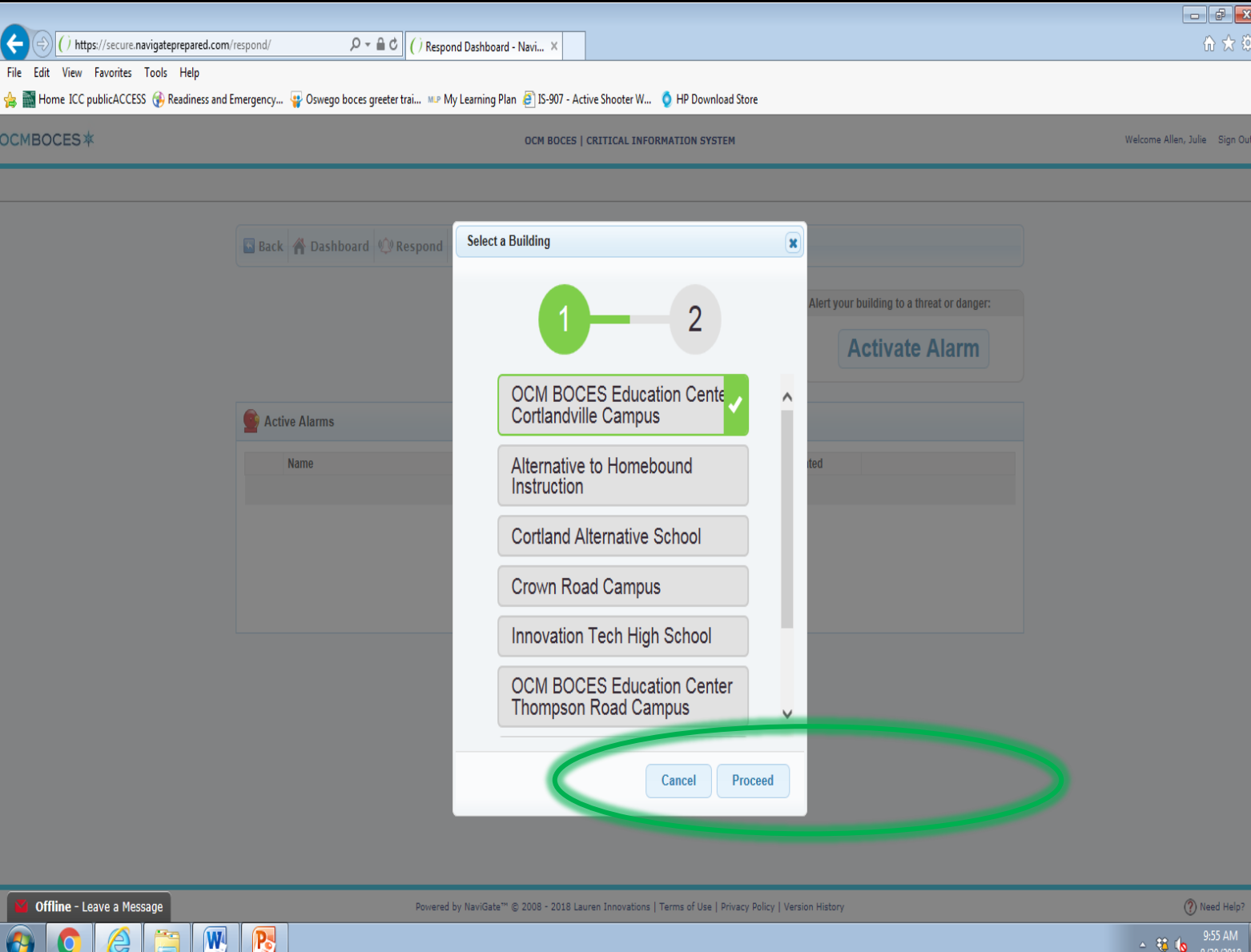
# Initiating Alarms



## To Initiate an Alarm

- Choose **Activate Alarm**

# Initiating Alarms

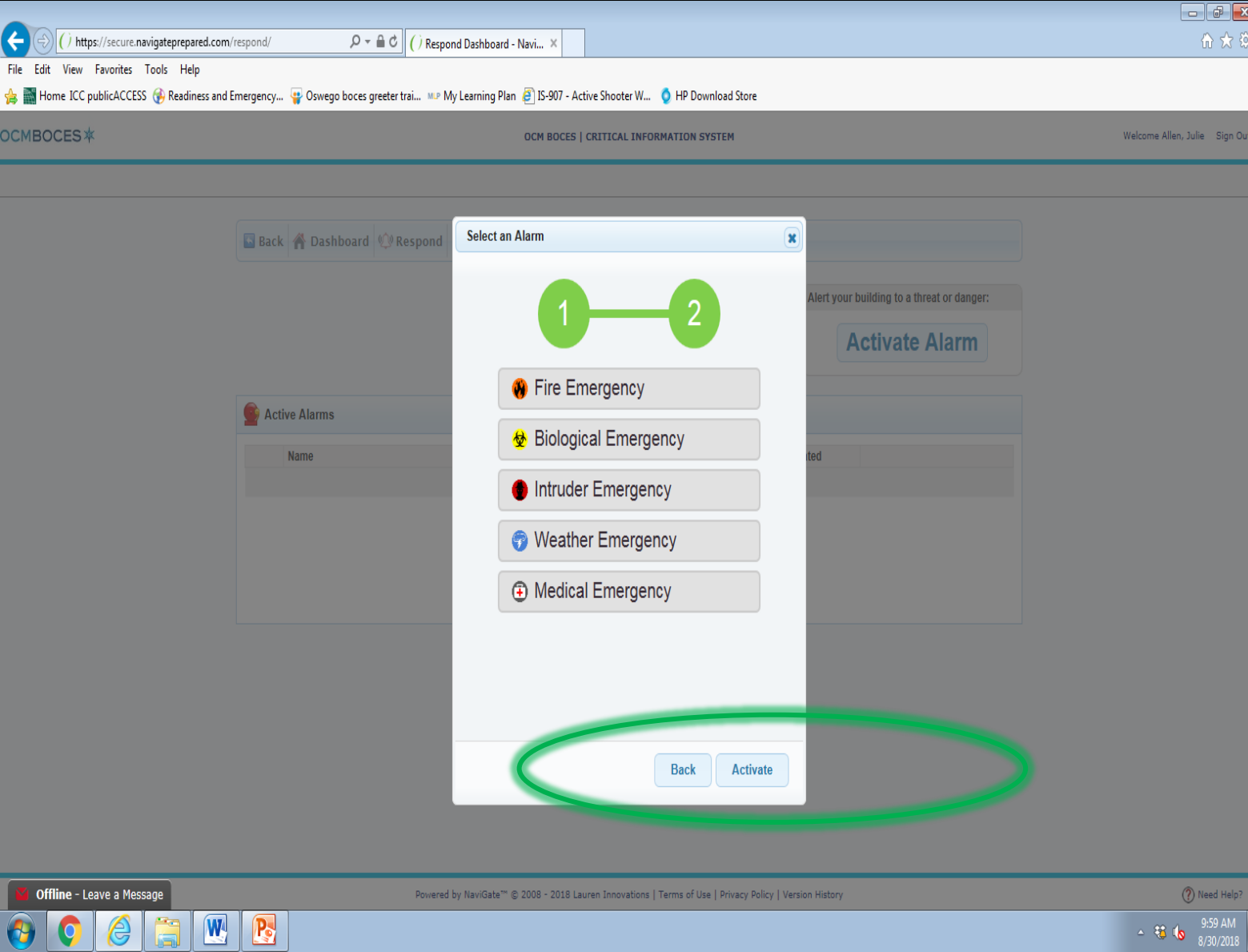


## To Initiate an Alarm

- Your School Will Pre-Set
- Choose **Proceed**



# Initiating Alarms



## To Initiate an Alarm

- Choose Type of Emergency
- Press **Activate**

# Optional Smart Phone App



## Visit your App store

- The App is FREE
- The amount of data used by the app varies by device and alarm
- When on school Wi-Fi, cellular data is not used
- The app currently requires 8MB of storage.
  - *By comparison, Facebook uses 619MB and the Weather Channel uses 230MB of storage*

# Installing Optional Smart Phone APP (Instructional Email)

Below you will find your first time login credentials for the NaviGate Prepared app. This is the app that you will be using for Respond, and Flipcharts. Please go ahead and download the app in your device app store. Attached you will find a How-To Guide for downloading and utilizing the app on your device. Also, please feel free to watch the video link below for how to utilize the Respond App. If there are any questions or issues with getting logged in, please contact Cody Trimmer at [cody.trimmer@navigateprepared.com](mailto:cody.trimmer@navigateprepared.com)

Login Credentials –

Username –

Password –

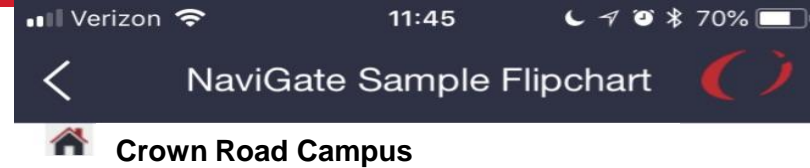
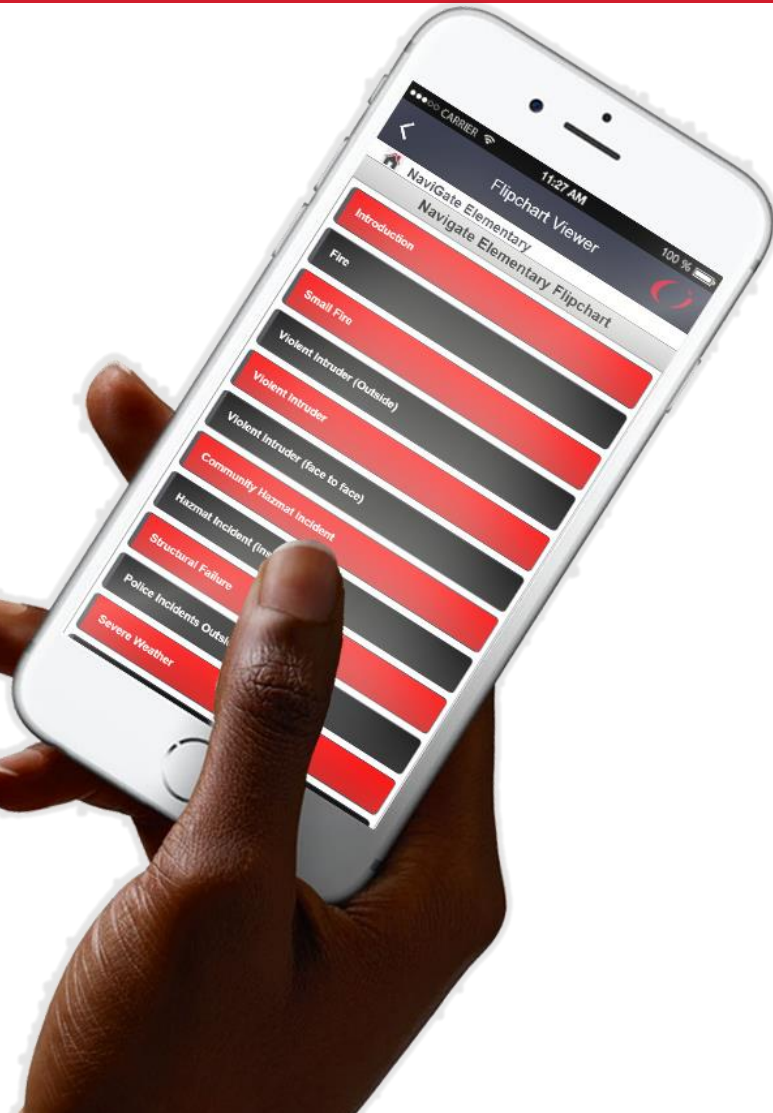
Secure ID –

Video Link - <https://www.youtube.com/watch?v=0kp1ouKyOUM#action=share>

Thank you,



# Flipcharts - Information at Your Fingertips



**Evacuation**

**General/Medical Emer.**

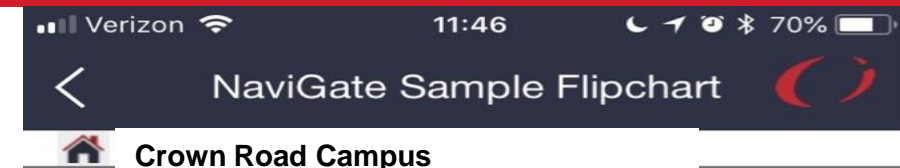
**Hold-In-Place**

**Lockdown**

**Lockout**

**Telephone/Bomb  
Threat**

**Sheltering**



**LOCKOUT**

(Curtail Outside Events. Lock All Exterior Exits.)

**Activation Examples:**

Another OCM BOCES On-Campus Building is in  
Lockdown

Notification of Criminal Suspect  
at-Large, or etc.

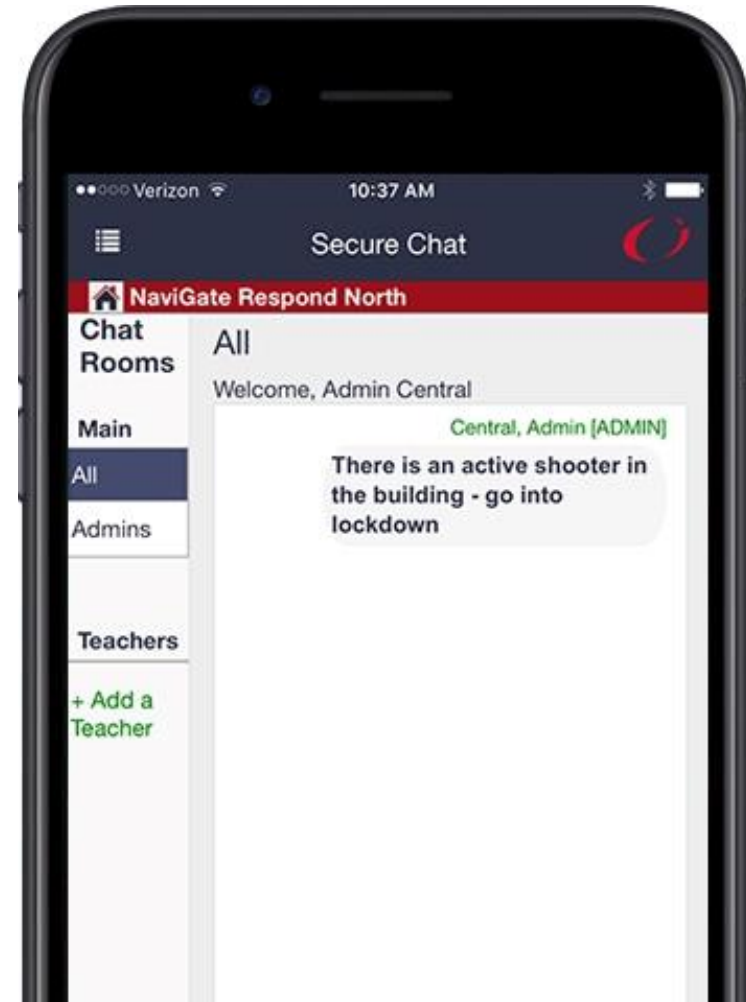
Occupants outside will immediately  
return to the building until safe to leave  
or until Lockout is over.

The Person-In-Charge will designate  
an individual(s) to check and  
lock/secure all exterior doors.

Missing persons will be reported to the  
Person-In-Charge.

- Business can be conducted as

# Emergency Notifications in Your Pocket




# Student Accountability BY NAME

Verizon LTE 19:37 44%

Respond

NaviGate Respond East

Activated By: Porter, Chris

 Demo Test Alarm

Started: 10:22 AM

End Alarm

**Students** Expected: 308

Not Accounted For: 4 Accounted For: 304

View

**Classes**

Teachers Active:	Checked In (missing students):	Checked In (good):
1	0	9

View Missing Students

Respond Roster Chat new

Verizon LTE 19:38 44%

Select Class

NaviGate Respond East

My Classes All Classes

Search Classes

COMMUNICATION/WRITING 3  
Grade: 03 East, Teacher 1

Sociology  
EFFORT/LEARNING/SOC BEHAVIORS  
Grade: 03 East, Teacher 1

MATH 3  
Grade: 03 East, Teacher 1

Reading 3  
READING 3  
Grade: 03 East, Teacher 1

SCIENCE/HEALTH 3  
Grade: 03 East, Teacher 1

SOCIAL STUDIES 3  
Grade: 03 East, Teacher 1

Create Custom Roster

Respond Roster Chat new

Verizon LTE 19:39 44%

My Class

NaviGate Respond East

Custom Roster

Expected: 0 Accounted For: 4

Change Class Class Submitted

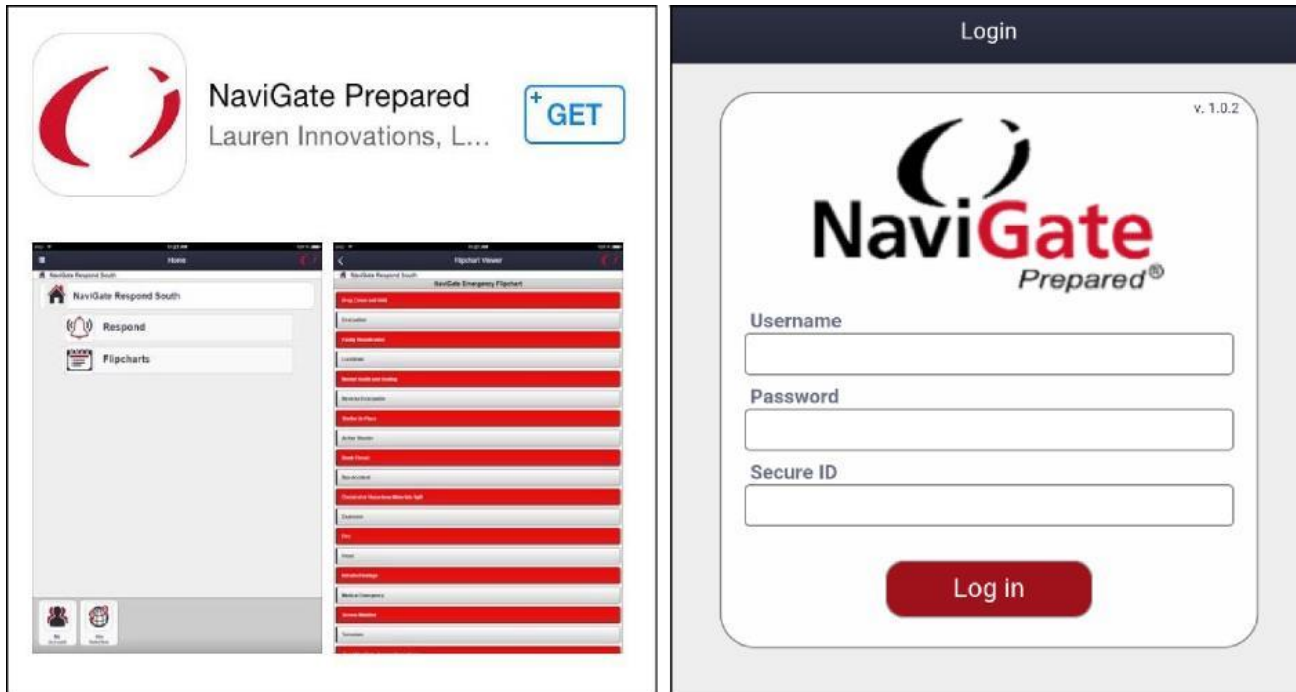
Search Add Student Mark All

Accounted For Absent Unaccounted For

Haines, Addison Le	Accounted For	Checked
Incarnato, Benjamin Ru	Accounted For	Checked
Imul Tino, James Al	Accounted For	Checked
McCormick, Nicholas Da	Accounted For	Checked

Respond Roster Chat new

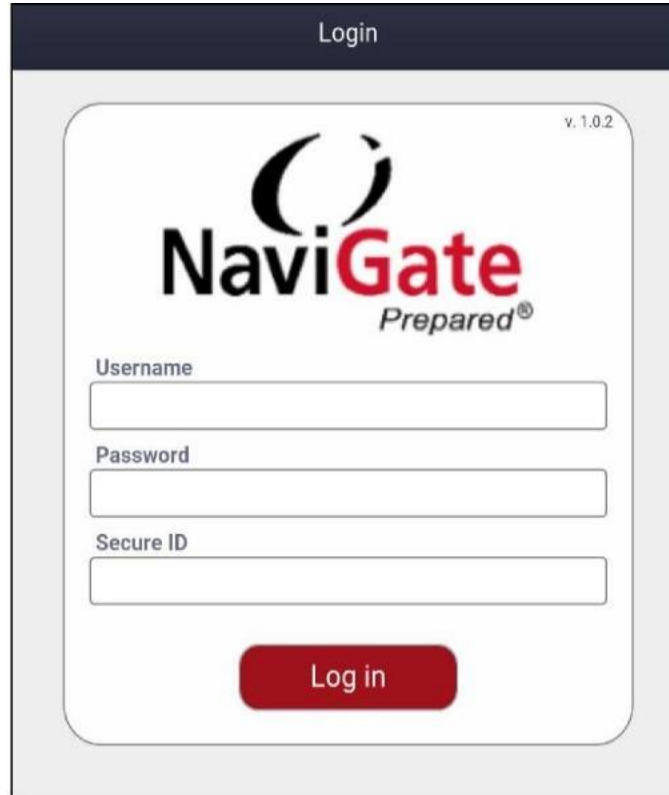
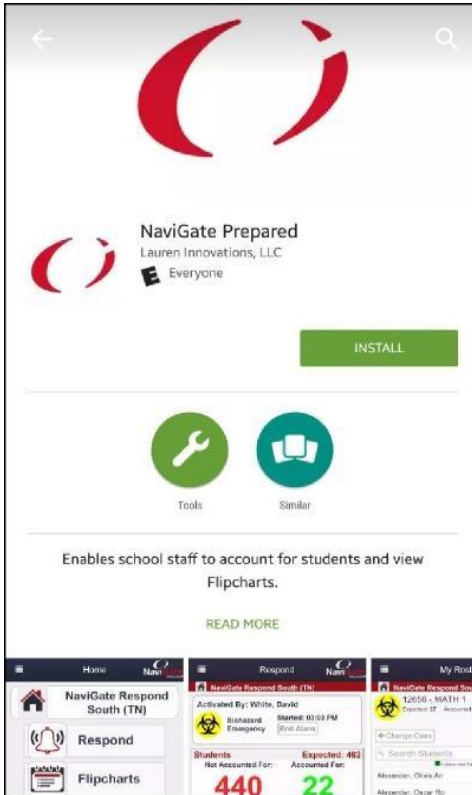
# Downloading & Installing the App – APPLE



## Installing the App - iOS

- Requires iOS 6.0 or later
- Make sure you have your Apple ID and password (if applicable)
- Search for “NaviGate Prepared” and look for the app with the red NaviGate logo
- Tap the “GET” button to begin download
- When complete, tap “OPEN” to launch the app
- Log in with your NaviGate Prepared credentials

# Downloading & Installing the App - ANDROID

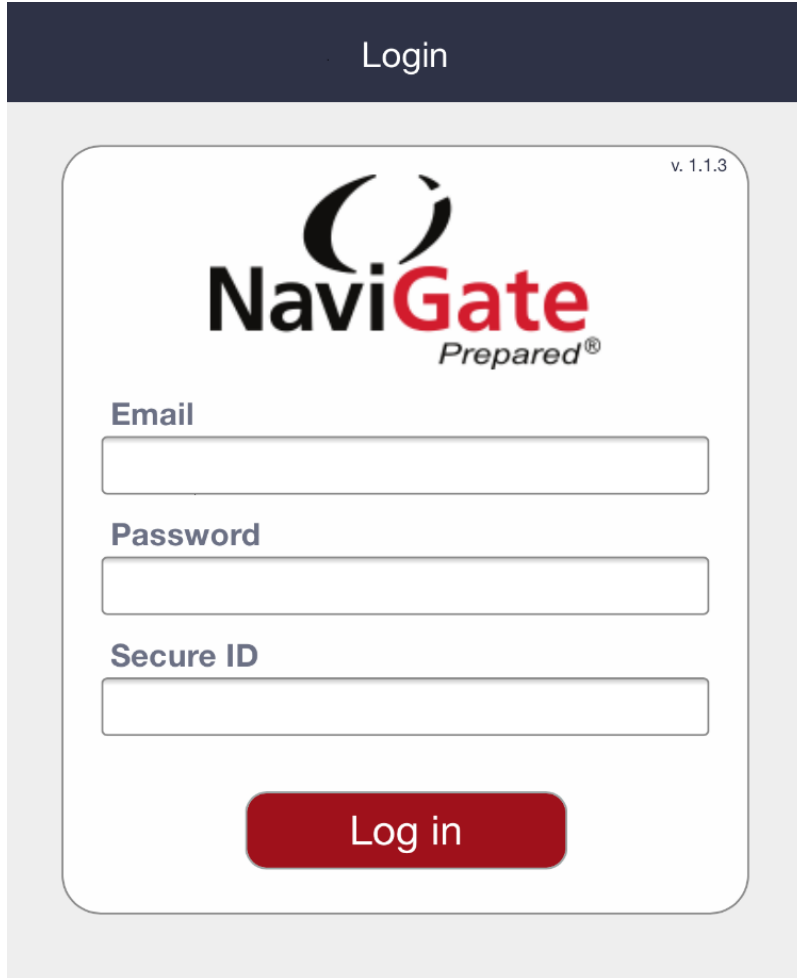


## Installing the App - Android

- Requires Android 3.0 or later
- Make sure you have your Google Play password (if applicable)
- Search for “NaviGate Prepared App” and look for the app with the red NaviGate logo
- Tap the “INSTALL” button to begin download
- Tap “ACCEPT” to start download
- Tap “OPEN” to launch the app
- Log in with your NaviGate Prepared credentials



# Account Basics

The image shows a mobile app login screen. At the top is a dark blue header with the word "Login" in white. Below this is a white rounded rectangle containing the NaviGate logo (a stylized 'C' shape above the text "NaviGate Prepared®") and the version number "v. 1.1.3" in the top right corner. There are three input fields: "Email", "Password", and "Secure ID", each with a corresponding label above it. At the bottom of the white rectangle is a red button with the text "Log in" in white.

## Logging in to the App

- Enter your email address, password and secure ID
- The app will keep you logged in, even when the app is not running, so you don't have to retype the credentials each time you open the app

### Once You Login:

Change Your Password ! “My Account”

Enter Your Mobile Phone # “My Account”

# Account Basics

Verizon 8:39 AM 90%

< My Account

NaviGate Respond High

Tap to Edit

**Basic Info**

First Name  
Cody

Last Name  
Trimmer

**Login**

Email  
cody.trimmer@navigateprepared.com

Password  
Change Password

**Phone**

Mobile Phone  
(555) 555-5555

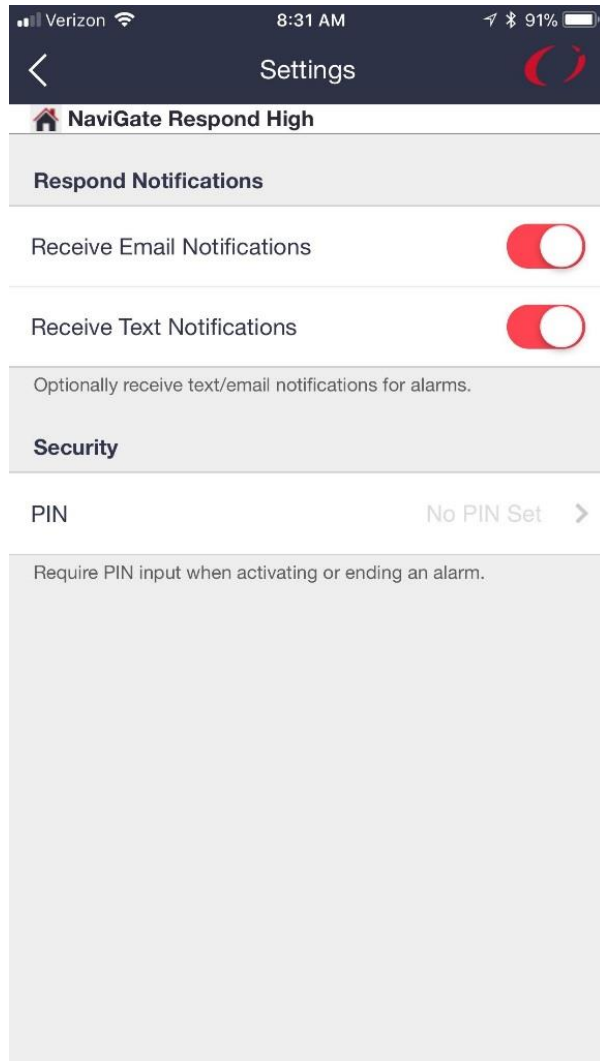
Work Phone Extension  
( ) - -

Save

## My Account

- Recommended – change your password after first login
- Enter your **mobile number** – this is **CRITICAL** to ensure you receive text notifications from the app
- Be sure to “SAVE” changes
- NOTE: changes made here will reflect in your profile for the NaviGate website

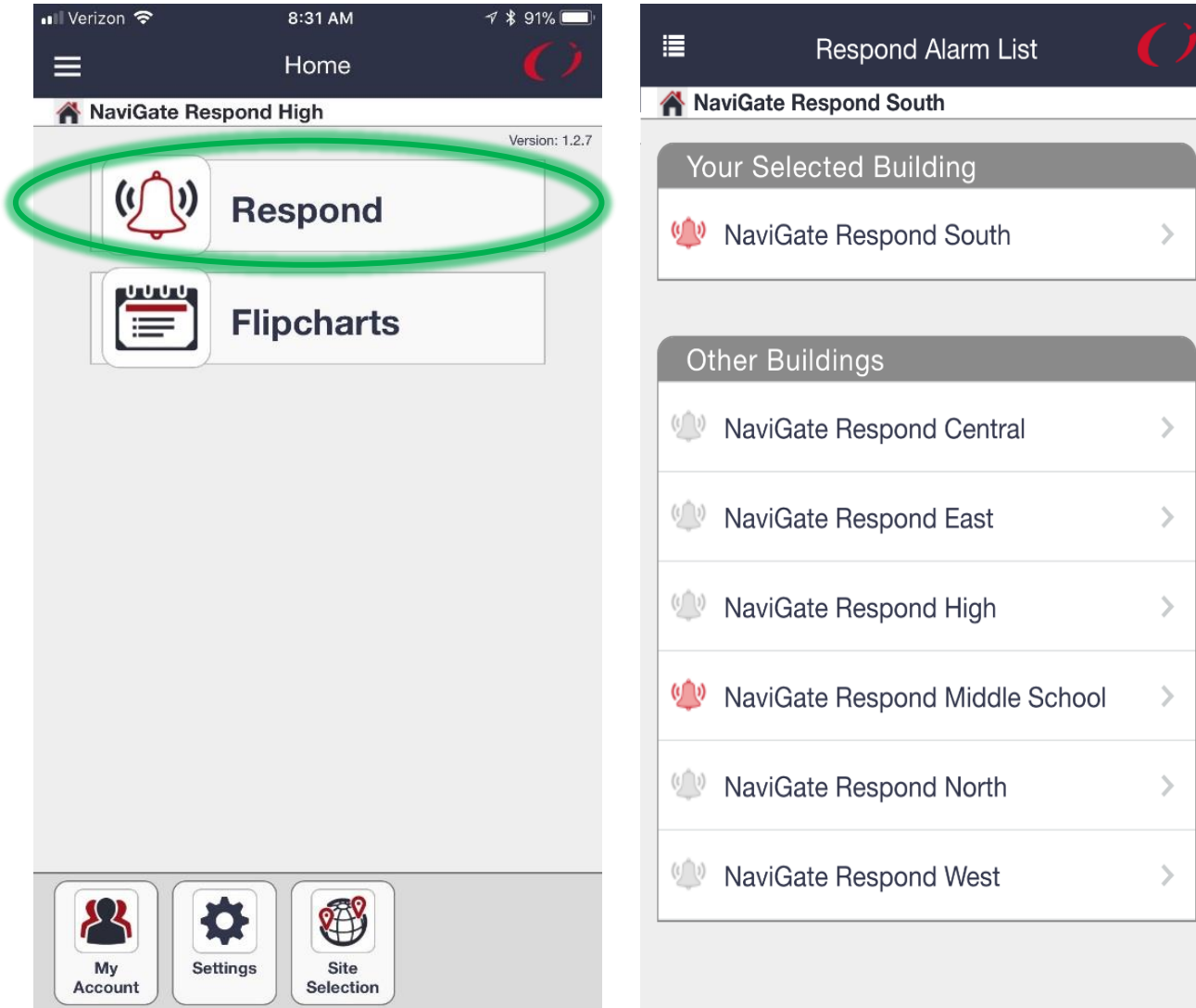
# Account Basics



## Settings

- To ensure you receive all types of alarm notifications, turn on Email notification and Text notifications
  - *Simply tap the toggle button so they turn red*
  - *Selecting the text option MAY override the push notification sounds*
- **PIN is a 4-digit number you create and will be required to activate an alarm**
  - *This helps ensure alarms are not initiated, accidentally*

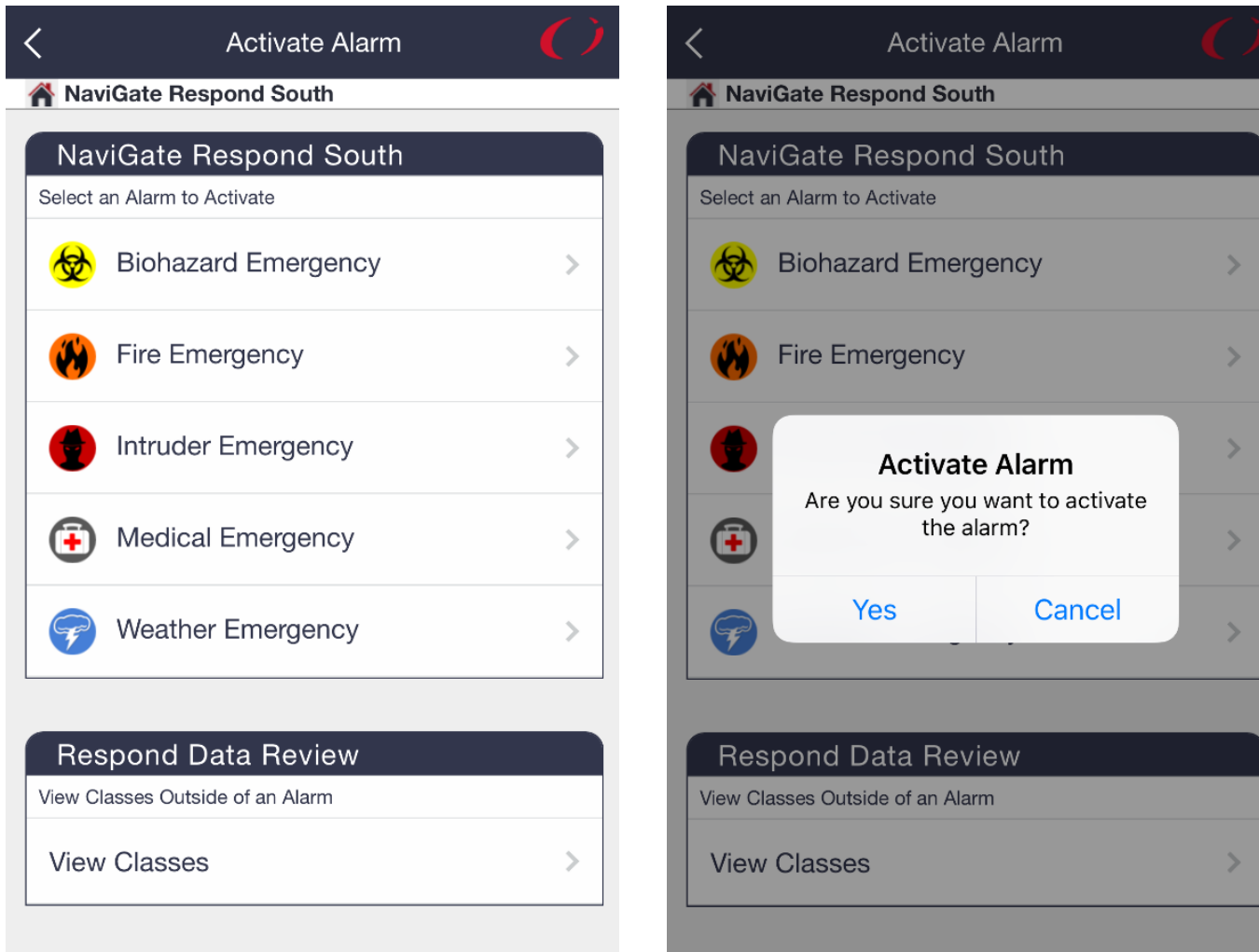
# Initiating Alarms



## To start an alarm

- Choose **Respond** from the Home screen
- Select the building name where you want to initiate an alarm
  - *To receive notifications for a specific building(s), tap the bell icon next to the name so it turns red*
- Depending on phone settings, notifications will either be an audible and/or push notification

# Initiating Alarms

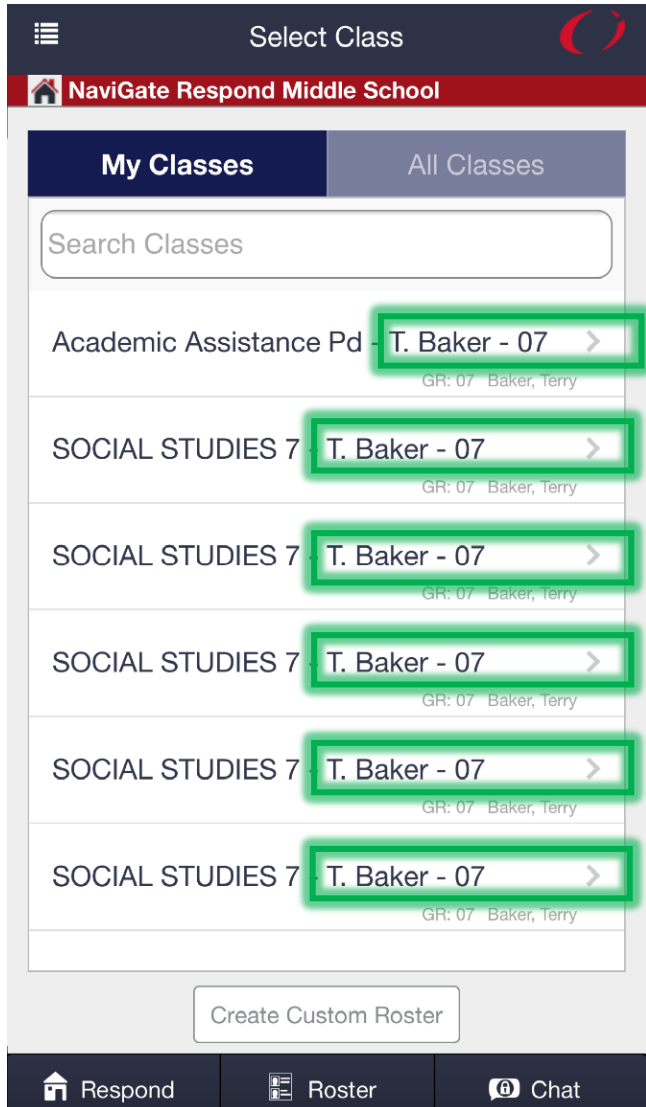


## Alarm types

- Choose the type of alarm based on the situation
  - *Note: your school may have different alarm types than shown here*
- Confirm activation
  - *If you have enabled a PIN, you will be prompted to enter it – **(PLEASE SET)***
- Anyone may initiate an alarm!
- Notifications are received by all staff with the app, logged in and receiving notifications for the selected building



# Accounting for Students



## Select a Class

- Once an alarm is initiated, a list of **your classes** will appear
- If you do not have classes, you can select All Classes (*aides, substitutes*) or you can create a custom roster

# Accounting for Students

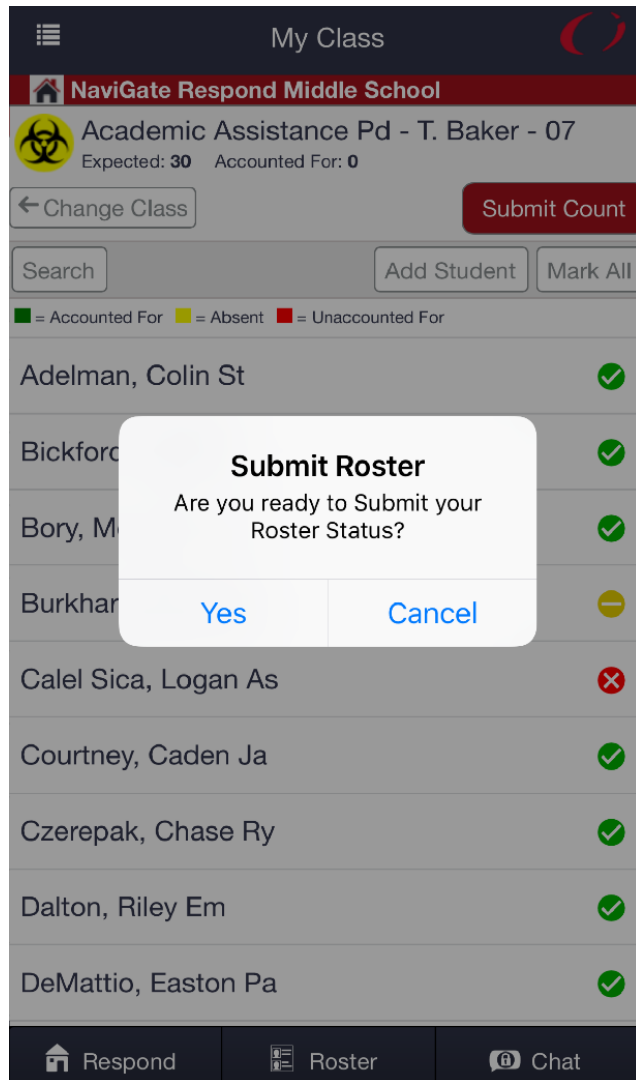
The screenshot shows the 'My Class' interface for 'NaviGate Respond Middle School'. The class is 'Academic Assistance Pd - T. Baker - 07' with 30 expected and 29 accounted for students. A legend indicates: Green square = Accounted For, Yellow square = Absent, Red square = Unaccounted For. The roster lists 10 students with their status indicators.

Student Name	Status
Adelman, Colin St	Accounted For (Green)
Bickford, Lydia Ni	Accounted For (Green)
Bory, McKenzie Ra	Accounted For (Green)
Burkhart, Emilie Ni	Absent (Yellow)
Calel Sica, Logan As	Unaccounted For (Red)
Courtney, Caden Ja	Accounted For (Green)
Czerepak, Chase Ry	Accounted For (Green)
Dalton, Riley Em	Accounted For (Green)
DeMattio, Easton Pa	Accounted For (Green)

## Student Status

- To begin, it may be easiest to “Mark All Present,” then change a student’s status as you go down the list
- Color codes:
  - **Green = accounted for.** You see the student in your presence.
  - **Yellow = absent from school.**
  - **Red = unaccounted for / missing.** You do not have the student in your presence.

# Accounting for Students



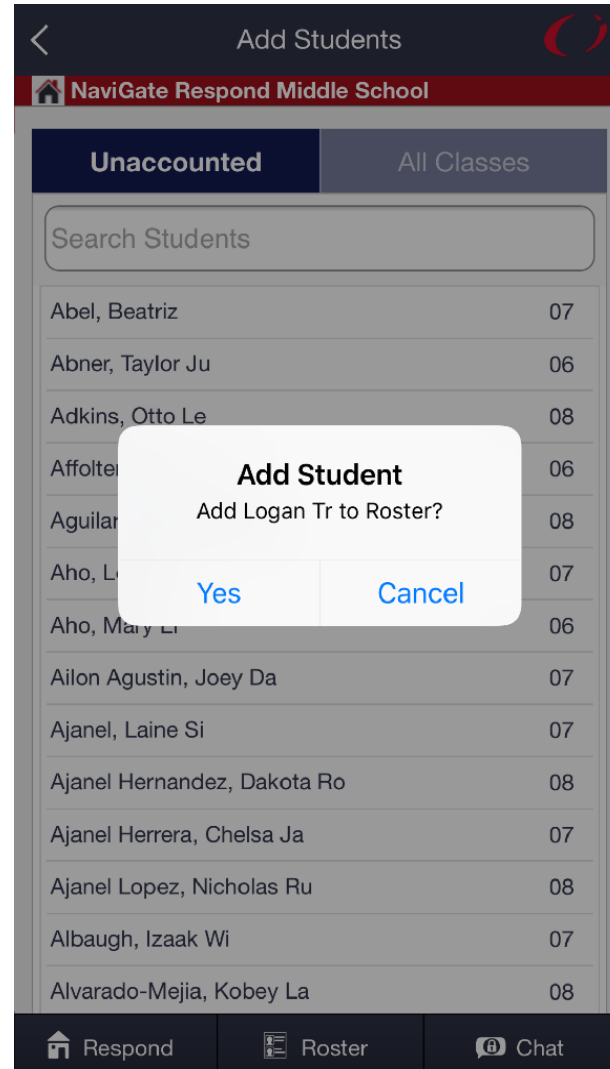
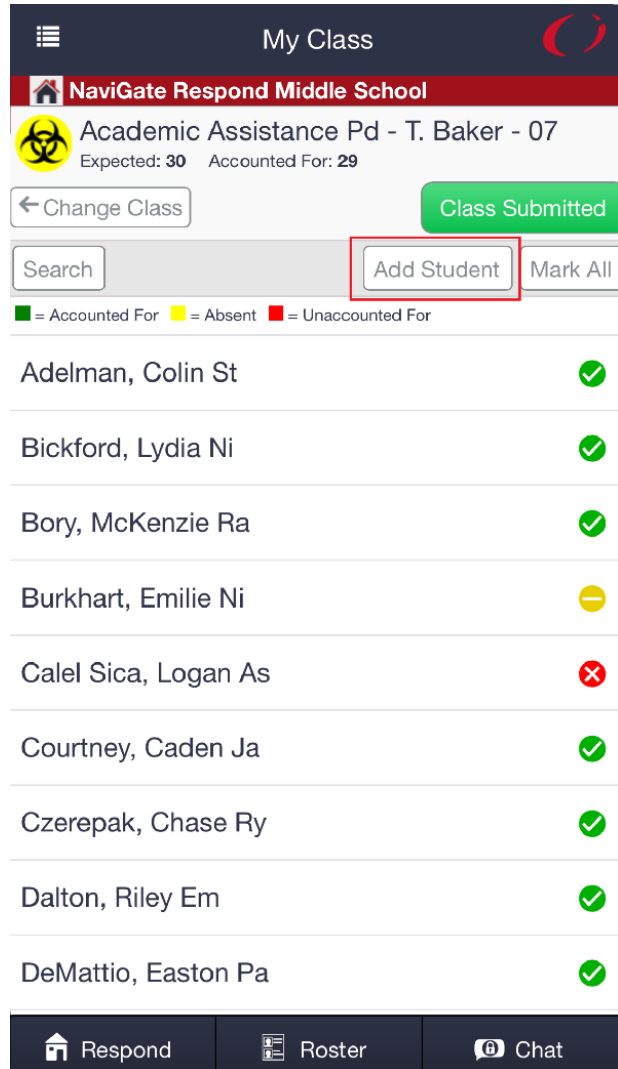
## Submitting your roster

- Once you have marked all students, click “Submit Count” to push your list to Administration
- If changes occur, for example:
  - *You pull a student into your class*
  - *You remember a student left early for a dentist appointment*

You can make changes to your roster and submit your count again (as often as necessary)

- Click “Add Student” include any student on your class list

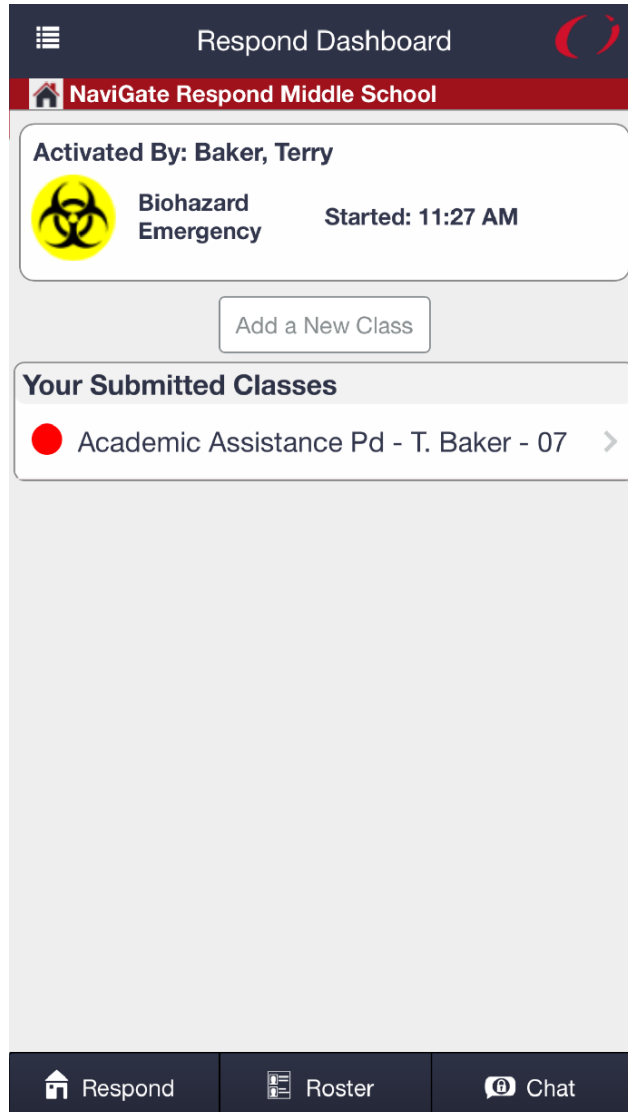
# Accounting for Students



## Adding a student

- Click on “Add Student”
- Choose from the list of unaccounted for students
  - *Search and scroll functions are available on the list*
- Select the name of the student you want to add, click “Yes” when prompted
- Submit your class again to update Administration
- **Note** – that student’s regular teacher will see their student is accounted for and by whom

# Accounting for Students

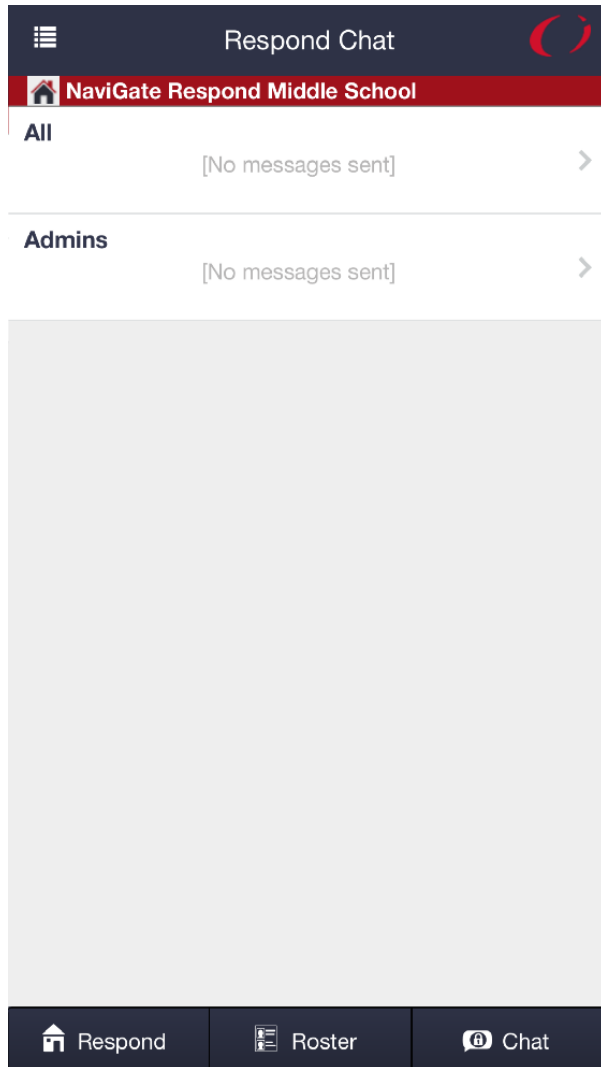


## Adding a class

- The “Home” screen shows a list of your Submitted Classes
- To account for students in another class, click “Account for Students”
- If the class is for another teacher (perhaps a substitute), select “All Classes” then choose the desired class and repeat the process of accounting for students and submitting the class



# Chat Feature



## Text communication

- Chat allows you to communicate with fellow staff members and administrators during a drill or emergency
- Select “All” to communicate with all staff
- Select “Admins” to communicate with all administrators
- Admins can select individuals to chat with, if they initiate the chat it is 1:1, otherwise it is a group chat

# Q & A

