



Working together for the safety of our children!

School Alert

Suggested Steps For A Successful Deployment

1. Install software locally
 - a. schools.sheriffalert.com/download
 - b. Log on using your user name/password - CHANGE PASSWORD
2. Plan Groups that will be visible via the web registration
 - a. Using the Client Program
 - b. Logged on as the "a" account
3. Determine the criteria to warrant a message to be sent
 - a. Discuss item with Administrative Team on _____
 - b. Too many messages will dilute the effectiveness of the system
4. Who will authorize a message? Who will send messages?
 - a. Authorizes Messages: _____
 - b. Sends Messages: _____
5. Who will send after hours school/dist.
 - a. Sends After Hours Messages: _____
6. Who will craft custom messages (Public Information Officer, PIO)
 - a. Wording should be designed to minimize follow-up questions and phone calls
 - b. PIO _____
7. Develop local policy/procedure and train local staff
 - a. Instruct staff to use www.i-kan.org/schoolalert for Frequently Asked Questions
8. Consider adding descriptions to the groups to assist the end user
9. Add "School Alert" link to your district's web site
 - a. .gif image available at www.i-kan.org/schoolalert/tools.htm
10. Parent notification via flier, newsletter, etc.
 - a. Resources located at www.i-kan.org/schoolalert/tools.htm
11. Create and maintain test group
 - a. This is an internal group to confirm that messages are being delivered
 - b. May want to send test message on first Tuesday of every month
12. Send follow up e-mail messages to users as to past messages
 - a. Consider sending a quarterly e-mail listing the # of messages sent during that time. Include a URL to edit their profile schools.sheriffalert.com.
13. Plan for future registration
 - a. PTO, Parent Teacher Conferences, Registration, etc.
14. Consider developing a mutual aid plan with another district

Default Messages in School Alert System:

SCHOOL CANCELLED

[MM-DD-YY] [HH:MM apm] [SCHOOL-DIST] has CANCELLED SCHOOL (and all extracurricular activities and practices) today due to [REASON]

EARLY RELEASE

[MM-DD-YY] [HH:MM apm] [SCHOOL-DIST] will RELEASE today at [TIME] due to [REASON]

ACTIVITY CANCELLED

[MM-DD-YY] [HH:MM apm] [SCHOOL-DIST] has CANCELLED [EXTRACURRICULAR] today

LOCK DOWN

[MM-DD-YY] [HH:MM apm] [SCHOOL-DIST]- SCHOOL IN LOCKDOWN: No students will be released / no entrance allowed until further notice. UPDATES TO FOLLOW

LATE BUS

[MM-DD-YY] [HH:MM apm] [SCHOOL-DIST] buses running late due to [REASON]

STUDENT PICKUP

[MM-DD-YY] [HH:MM apm] [SCHOOL-DIST] reunification of guardian and child will occur at [LOCATION]: Bring PHOTO ID
