

INITIATOR

You will need to check in every morning.

Log onto the icon which was sent down to your desktop. It should have your school's name on it.

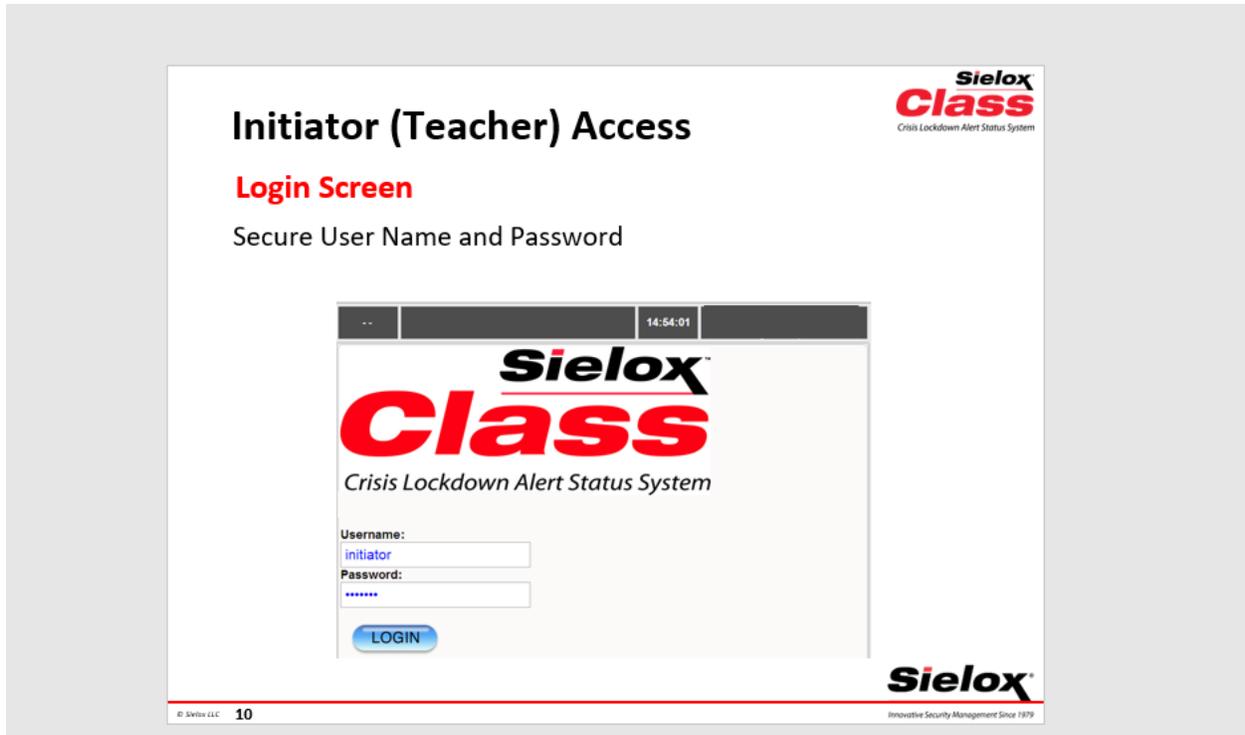
Double click on your school's Sielox icon to open it up.



Login.ico

If the icon is not on your desktop, please let me know. You can also go to www.wtps.org – Staff – Technology – Sielox. Find your school and double click on the link. It will take you to your login. If you get a security message or certificate warning that the site is not secure or private, **Click on Details or Advanced. Click on Go on to the Webpage or visit this website.** An update to the software will eliminate this message in the future. Accept the certificate. You will need to make a shortcut on your desktop. Use *Google Chrome (preferred Browser)*. Once login page is open, to make a shortcut - Go to upper right-hand corner to the three dots. Click More Tools. Create Shortcut to desktop. Enable popups - in Google Chrome, go to Settings –Advanced - Go to Privacy and Security - Content Settings – Allow and enable Popups for this site - specify the IP address that you want to enable popups on by going to Allow – Add (specify IP address).

User will see the following login screen when you click on the Sielox icon.



Log in with your username and password which was given to you.

Select your location (room) from the drop down menu. Once selected, it will remember your last location. If you change rooms, be sure to select the correct room location that you are in when checking in. **THE SOFTWARE MUST BE UP AND MINIMIZED ALL DAY.**

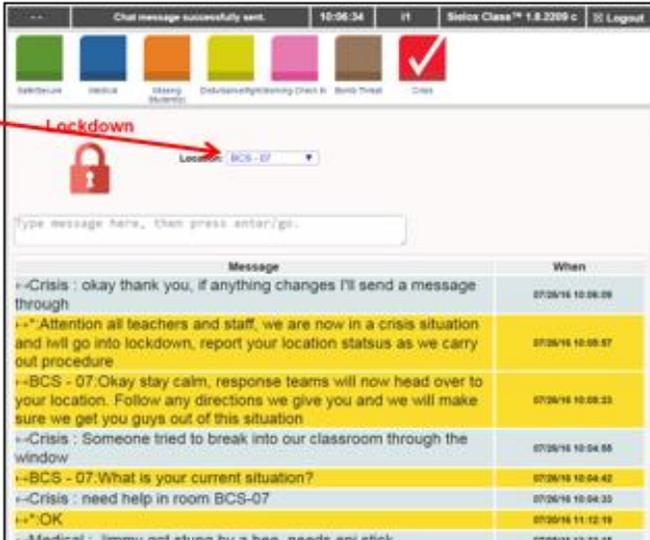
Initiator (Teacher) Screen

**Sielox
Class**
Crisis Lockdown Alert Status System

Easy to update where

Location Selection

Teachers click to open drop down menu where they can select which room they are in.



Message	When
[-]Crisis : okay thank you, if anything changes I'll send a message through	07/26/16 10:06:26
[-]*Attention all teachers and staff, we are now in a crisis situation and will go into lockdown, report your location status as we carry out procedure	07/26/16 10:06:57
[-]BCS - 07:Okay stay calm, response teams will now head over to your location. Follow any directions we give you and we will make sure we get you guys out of this situation	07/26/16 10:08:23
[-]Crisis : Someone tried to break into our classroom through the window	07/26/16 10:04:55
[-]BCS - 07:What is your current situation?	07/26/16 10:04:42
[-]Crisis : need help in room BCS-07	07/26/16 10:04:33
[-]*:OK	07/26/16 11:12:18
[-]Medical : Jimmy got stung by a bee, needs epi stick	07/26/16 13:23:18

Sielox

Check your status – i.e. Morning check in, and update to any emergencies if necessary throughout the day. Once you click on a status, it will put a check mark on that item. When a crisis or threat status condition is checked, you will have the ability to chat with a responder to provide any additional information.

Initiator (Teacher) Screen

**Sielox
Class**
Crisis Lockdown Alert Status System

Easy to update status

Condition Status Icons

The teacher selects the appropriate condition status icon when prompted to by an announcement or proactively if an incident or crisis occurs.

Message	When
--Crisis : okay thank you, if anything changes I'll send a message through	07/26/16 10:06:09
--*Attention all teachers and staff, we are now in a crisis situation and will go into lockdown, report your location status as we carry out procedure	07/26/16 10:06:57
--BCS - 07.Okay stay calm, response teams will now head over to your location. Follow any directions we give you and we will make sure we get you guys out of this situation	07/26/16 10:08:23
--Crisis : Someone tried to break into our classroom through the window	07/26/16 10:04:55
--BCS - 07:What is your current situation?	07/26/16 10:04:42
--Crisis : need help in room BCS-07	07/26/16 10:04:33
--*:OK	07/26/16 11:12:19
--Medical : Jimmy got stung by a bee, needs epi stick	07/26/16 13:33:15

Initiator (Teacher) Screen

-- 12:03:47 i1 Sielox Class™ 1.8.2209  Logout

								
Morning Check-In	Safe/Secure	Medical	Disturbance	Unknown Visitor	Missing Person	Out of Building	Imminent Danger	Lockdown

Lockdown



Location:

Type message here, then press enter/go.

Daily Initiator Requirements

SELECT LOCATION

Click drop down menu to select which location you are in or where you observe an incident

Daily Initiator Requirements

RESPOND TO ALERT LEVEL CHANGES

Respond to Alert Level changes (Lockdown, Evacuate, Shelter, Lockout, All Clear) that will “pop up” by selecting the appropriate condition status color for your location.

Follow specific Alert Level pop up instructions. After incident resolution close out popups.