

SAFEDEFEND

Drill Procedures & Recommendations

In order for the SafeDefend system to be maximally effective, it is important to conduct regular drills. A full drill should include all elements of the system, including 9-1-1 notification. Descriptions of and detailed step-by-step instructions for the three standard types of drills/tests are provided below.

Full Drill: During a Full Drill, Siren/Strobes as well as alarms within devices (e.g. Activation Module or Safe) will sound and flash for their full duration, text message and e-mail notifications will be sent out, and local dispatch will be called. SafeDefend recommends that a Full Drill is conducted at least once per semester.

- 1) *Notify all staff* of the drill 1 week, 1 day, and 1 hour before the drill. Ensure that they are aware of what to expect during the drill.
- 2) *Notify local dispatch* of when and where the drill will take place as they will be receiving a 9-1-1 call for an armed intruder situation. NOTE: If the cell phone numbers of individual law enforcement officers are setup to be alerted, ensure that they are aware of the drill.
- 3) Log in to the SafeDefend web interface using these steps:
 - a. Navigate to **10.156.5.19/admin** in a web browser.
 - b. Enter your User ID (most commonly, the username portion of your e-mail address. E.g. if your e-mail is bjohnson@organization.org, you would use bjohnson).
 - c. Enter your password and click Sign In.
- 4) *Ensure that system is in Normal Operating Mode* (this is the default and should not normally need to be modified).
 - a. Click "System" on the left-hand pane.
 - b. Directly under the "Actions" heading, the current operating mode is shown.
 - c. If not already in Normal Operating Mode, select "Normal Operating Mode" from the drop-down menu, click "Change Mode", and click "OK" at the next prompt.
- 5) *Activate the system* at any activation point (e.g. Activation Module or Safe) with the placement of an enrolled fingerprint on the fingerprint reader.
- 6) Once the system is activated, this is a good time for enrolled staff members to verify that they are able to open Safes (where equipped) using their own fingerprint(s).
- 7) Once the drill is complete, and all staff have been instructed to refrain from touching the fingerprint readers, the Lockdown can be cleared.
 - a. In the web interface, click "Information Hub" located in the left-hand pane.
 - b. Enter a valid 4-digit Keypad Code (**0614**) and click "SILENCE".
 - c. Enter the code once again and click "RESET". The keypad will disappear and the system is now armed again.

Live Test: During a Live Test, all of the events and notifications of a Full Drill are present *except* that **local dispatch will NOT be called**. This is often useful on staff development days wherein the goal is to familiarize and/or reacquaint staff with the system without involving law enforcement.

Before conducting a Live Test, contact Central Station at 1-800-932-3822 and request to be placed in "Live Test". You may request to have the system placed in "Live Test" at a scheduled time in the future (e.g. "tomorrow morning from 8:00 to 9:00 AM", or "Friday March 6th, 2020 from 2:00 to 2:30 PM") or have it immediately placed in "Live Test" (e.g. "for the next 25 minutes").

- 1) *Notify staff and/or building occupants* of the drill/test/demonstration. Ensure that they are aware of what to expect during the drill/test/demonstration.
- 2) Put the appropriate location in "Live Test" with Central Station. You may request to have the system placed in "Live Test" at a scheduled time in the future (e.g. "tomorrow morning from 8:00 to 9:00 AM", or "Friday March 6th, 2020 from 2:00 to 2:30 PM") or have it immediately placed in "Live Test" (e.g. "for the next 25 minutes").
 - a. Call 1-800-932-3822, identify yourself by name and organization.
 - b. Request that the location of the drill/test be placed in "Live Test".
 - c. Provide the verbal passcode (**1405**) when asked.

Sample: "This is Richard Bell with Maize School District. I would like to place System #1250398 in Live Test from 9:00 to 9:30AM on Monday, October 26th."

Note: See bottom of this document for System #'s and their associated buildings.

- 3) Log in to the SafeDefend web interface using these steps:
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- 7) Once the drill is complete, and all staff have been instructed to refrain from touching the fingerprint readers, the Lockdown can be cleared.
 - a. In the web interface, click "Information Hub" located in the left-hand pane.
 - b. Enter a valid 4-digit Keypad Code (**1405**) and click "SILENCE".
 - c. Enter the code once again and click "RESET". The keypad will disappear and the system is now armed again.

No-Action Test: Activating the SafeDefend system while in “No Action” with Central Station is recommend for testing purposes. A No-Action Test of the system **will not send out text/e-mail notifications** and it **will not call local dispatch**. Only local audible and visual alarms will operate.

Before conducting a Live Test, contact Central Station at 1-800-932-3822 and request to be placed in “No Action”. You may request to have the system placed in “No Action” at a scheduled time in the future (e.g. “tomorrow morning from 8:00 to 9:00 AM”, or “Friday March 6th, 2020 from 2:00 to 2:30 PM”) or have it immediately placed in “No Action” (e.g. “for the next 25 minutes”).

- 1) *Notify staff and/or building occupants* of the drill/test/demonstration. Ensure that they are aware of what to expect during the test.
- 2) Put the appropriate location in “No Action” with Central Station. You may request to have the system placed in “No Action” at a scheduled time in the future (e.g. “tomorrow morning from 8:00 to 9:00 AM”, or “Friday March 6th, 2020 from 2:00 to 2:30 PM”) or have it immediately placed in “No Action” (e.g. “for the next 25 minutes”).
 - a. Call 1-800-932-3822, identify yourself by name and organization.
 - b. Request that the location of the drill/test be placed in “No Action”.
 - c. Provide the verbal passcode (**1405**) when asked.

Sample: “This is Richard Bell with Maize School District. I would like to place System #1250398 in No Action from 9:00 to 9:30AM on Monday, October 26th.”

Note: See bottom of this document for System #'s and their associated buildings.

- 3) Log in to the SafeDefend web interface using these steps:
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- 6) Once the drill is complete, and all staff have been instructed to refrain from touching the fingerprint readers, the Lockdown can be cleared.
 - a. In the web interface, click “Information Hub” located in the left-hand pane.
 - b. Enter a valid 4-digit Keypad Code (**1405**) and click “SILENCE”.
 - c. Enter the code once again and click RESET. The keypad will disappear and the system is now armed again.

Important Information:

- SafeDefend Web Interface URL: **10.156.5.19/admin**
- Keypad Code (for Silence and Reset of System): **1405**
- Central Station Phone Number: **1-800-932-3822**

Central Station System Numbers

Argentine MS:	1250386	Gloria Willis MS:	1250380	Rosedale MS:	1250373
Arrowhead MS:	1250383	Grant ES:	1250338	Schlagle HS:	1250379
Banneker ES:	1250347	Hazel Grove ES:	1250337	Silver City ES:	1250325
Bertram Caruthers ES:	1250345	J.C. Harmon HS:	1250374	Stony Point North ES:	1250324
Bethel ES:	1250346	John F. Kennedy ES:	1250335	Stony Point South ES :	1250323
Bridges Academy:	1250377	John Fiske ES:	1250336	Sumner Academy:	1250376
Carl B. Bruce MS:	1250389	KCK ECC:	1250316	T.A. Edison ES:	1250322
Central Kitchen:	1250392	Lindbergh ES:	1250334	Washington HS:	1250382
Central MS:	1250375	Lowell Brune ES:	1250390	Welborn ES:	1250321
Central Office:	1250384	M.E. Pearson ES:	1250331	West Park ES:	1250391
Claude Huyck ES:	1250344	Mark Twain ES:	1250333	White Church ES:	1250320
Douglass ES:	1250343	McKinley ES:	1250332	Whittier ES:	1250319
Earl Watson Preschool:	1250315	Morse ECC:	1250317	Wyandotte HS:	1250387
Eisenhower MS:	1250381	NCO ECC:	1250314		
Emerson ES:	1250342	New Chelsea ES:	1250330		
Eugene Ware ES:	1250341	New Stanley ES:	1250329		
Fairfax Learning Center:	1250378	Noble Prentis ES:	1250328		
Frances Willard ES:	1250340	North Central Office:	1250385		
Frank Rushton ES:	1250339	Quindaro ES:	1250326		

Verbal Passcode: 6775

