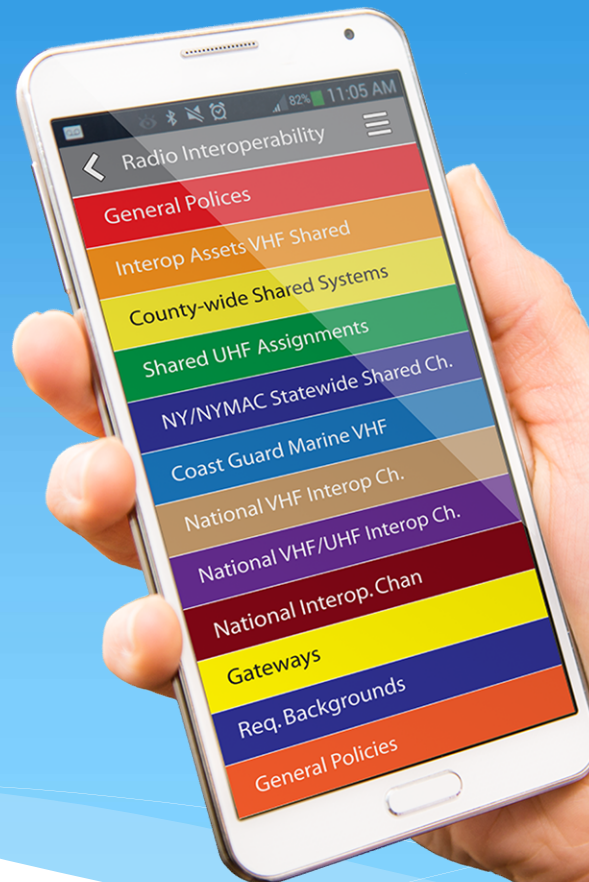


An App for iPhone
and Android

Do you have the
information you need
during an emergency?

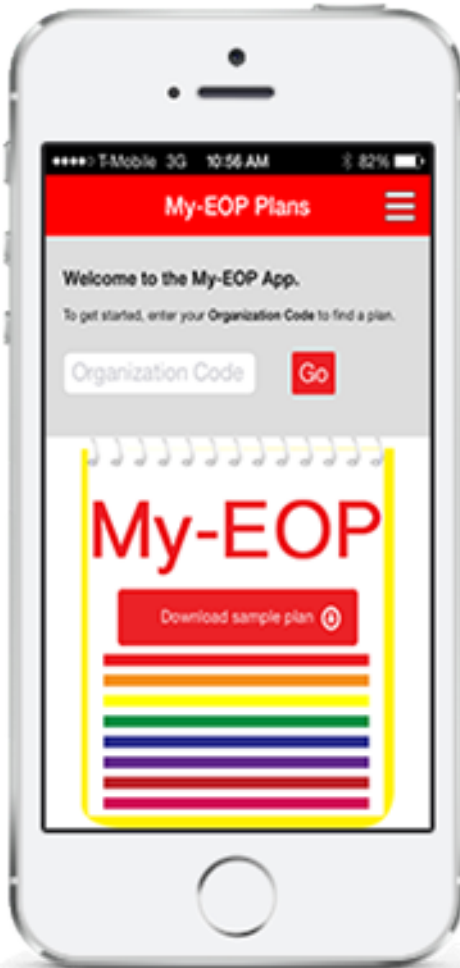
Now you can!

My-EOP™



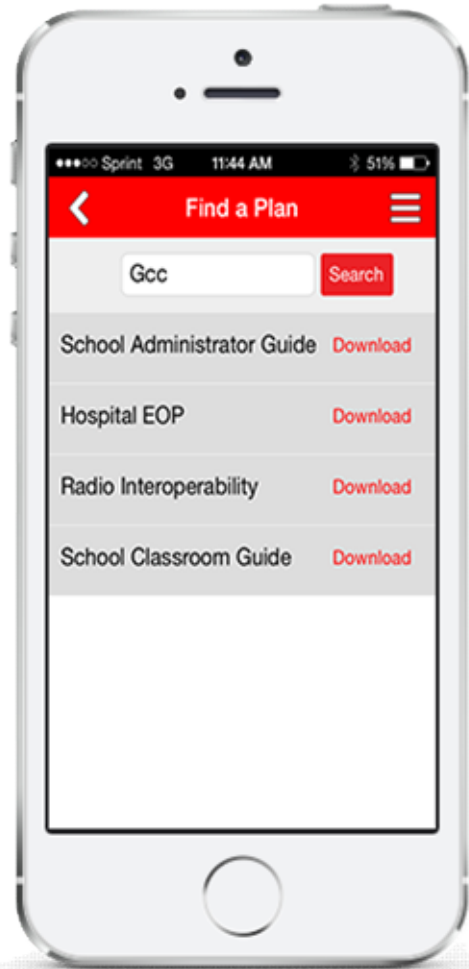
INFORMATION AT YOUR FINGERTIPS

Find your Organization



- Your organization provides a unique Organization Code to search for your plan(s). This provides the first layer of security.
- You can also download various sample plans to demonstrate how your plan(s) can be designed.

Select your Custom Response Plan



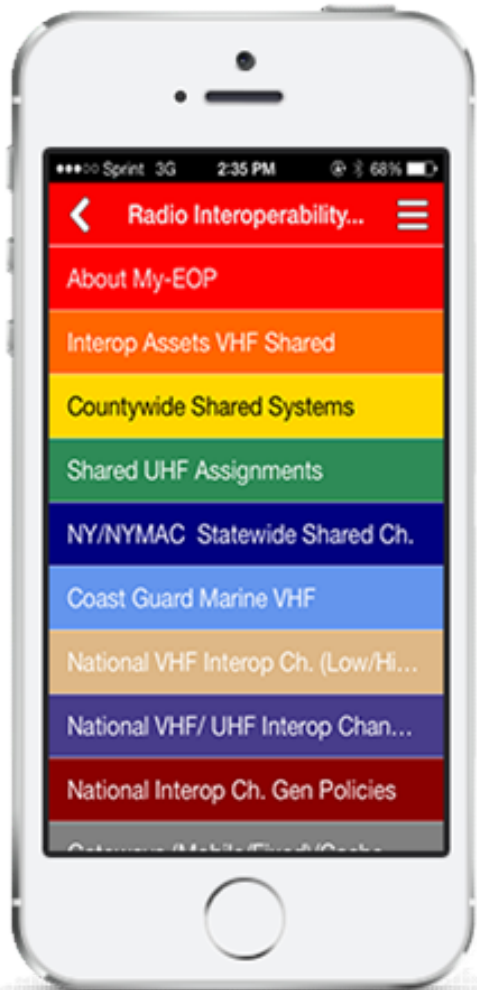
- Once you have searched by your organization code, your plan(s) will be shown. You then click on the plan you wish to download to your device.
- For added security, your organization has the option to require a password for each individual plan.
- If no password is required your end users only need to know the code for your organization to access your plan(s).

Plan Selection Screen



- This page displays a list of plans that have been downloaded to your phone.
- Users can select the plan they wish to view.
- If your device does not have connectivity you can immediately click on a plan to view the contents.
- If your device does have connectivity, My-EOP™ will check to see if there are any updates to the contents. If there are no updates you can enter the plan to view the contents.
- If there is an update, My-EOP™ will ask if you wish to update the contents with the latest information.

Table of Contents



- The table of contents is the main navigation screen for your plan.
- This view is designed to mirror the look of the printed guide.
- Users can scroll through this table and click on the page they wish to display further information on.

Page View & Navigation



- Once a page is selected the information will be displayed
- Users can easily zoom in and out to view the contents
- Phone numbers listed with-in the text can be clickable – allowing the user to place a call without inputting a number.
- Addresses with-in the text can be hyperlinked to online maps.
- You can even make email addresses clickable to open your email program and send a message to someone.

Fillable Forms within the Plan

●●○○○ T-Mobile 10:08 AM 88%



Bomb Threat Checklist

The following is a checklist to be utilized by an operator or person receiving a call which threatens the safety or security of the facility.

Checklist: (Complete all possible items immediately following the call.)

1. Caller's Name and Address (if known):

Names:

Address:

2. Sex:

☐ Male ☐ Female

3. Age:

☐ Adult ☐ Child

4. Bomb Facts:

Fillable forms allow your users to fill in fields and either save the data to the device or submit the data input via email.

- Forms allow for 3 unique input options:
 - Check boxes, allowing for multiple selections from a list
 - Radio buttons, allowing for 1 of many options to be chosen
 - Fillable fields, allowing a user to type in text
- Forms, like the rest of the content, will be custom to your organization

Fillable Forms within the Plan

●●●● T-Mobile LTE 1:41 PM 82%

< ☰

☐ Nasal ☐ Disgusted

☐ Poor

☐ Pleasant

Accent **Manner**

☐ Local ☐ Poor Grammar ☐ Emotional

☐ Region ☐ Well-Spoken ☐ Irrational

☐ Taped ☐ Deliberate

☐ Ethnicity ☐ Message Read ☐ Laughing

7. Background Noise:

☐ Office Machines ☐ Voices

☐ Factory Machines ☐ Music

☐ Bedlam ☐ PA System

☐ Animals ☐ Radios

☐ Quiet ☐ Party

☐ Street Traffic ☐ Static

☐ Airplanes ☐ Cellular Phone

☐ Trains


- At the bottom of the form the user can be given up to 3 action buttons
 - Save – Saves the data input on the form to the device
 - Submit – Opens an email and populates it with the form information and a destination, allowing the user to submit the data
 - Reset – Clears the form of previously saved data

Uses for Fillable Forms

Fillable forms can be used in any way you can think of. Common uses include:

- Bomb Threat Checklists and Incident Reports – Input the data directly to the device and submit it to a designated individual or team
- Acknowledgement forms – the user inputs their name and submits it, confirming that they have installed the app on their device
- Storing department or building specific information – a field to input, for example, Evacuation location, is created, allowing the user to input and save their unique evacuation location
- General Checklists – include a step-by-step list of tasks, and the user can check off each task, offering themselves a visual indicator of what has and has not been done

Examples of Fillable Forms In Use


Montgomery ISD Emer... 

Crisis

Disaster

Transportation

Athletics

Drill Procedures/Chec... 

Disaster (Weather Related) Drill Chec...

Disaster (Weather Related) Drill Proce...

Fire Drill Check-off Form

Fire Drill Procedure


Lock Down Drill Check-off Form


Lock Down Drill Procedure

Secure the Perimeter (Area Threat) Dr...

Secure the Perimeter (Area Threat) Dr...

Securing the Building Procedures




Disaster (Weather Related) Drill Chec... 

Disaster Drill Check-off Form
(weather related)
Twice a year: early fall/early spring

Date:

Yes	Duty	Person Responsible
<input type="checkbox"/>	Announcement	Assigned
<input type="checkbox"/>	Check hallways, rooms, restrooms	Assigned
<input type="checkbox"/>	Close the classroom door	Teacher
<input type="checkbox"/>	Move students to area where there are no windows or "shelter in place" in the classroom	

Secure the Perimeter... 

Secure the Perimeter
Drill Form
(Area Threat)
Twice a year: early fall / early spring
Faculty ONLY

Date:

Yes	Duty	Person Responsible
<input type="checkbox"/>	Announcement	Assigned
<input type="checkbox"/>	Bring all students/staff inside.	Assigned
<input type="checkbox"/>	If safe, lock campus gates.	Assigned
<input type="checkbox"/>	Staff members near exterior door, should make sure the doors are locked and return to room.	Teacher
<input type="checkbox"/>	Take attendance and continue school day as normal.	Faculty

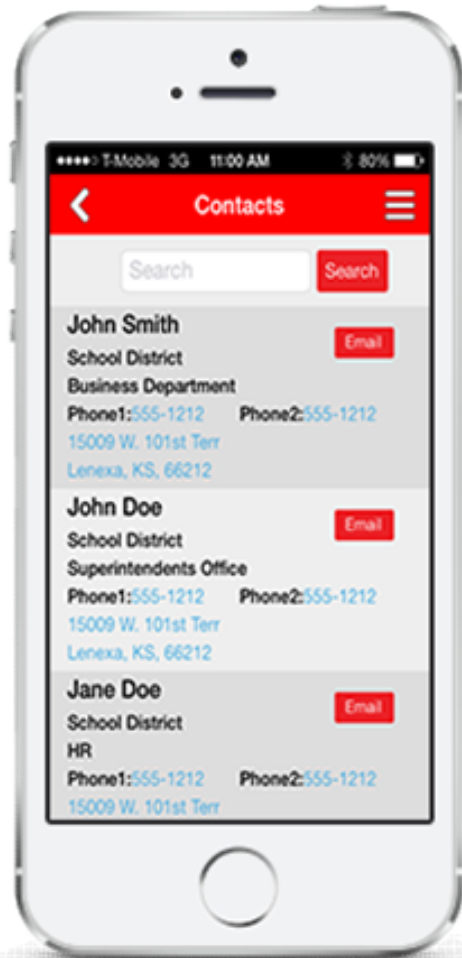
Other Features





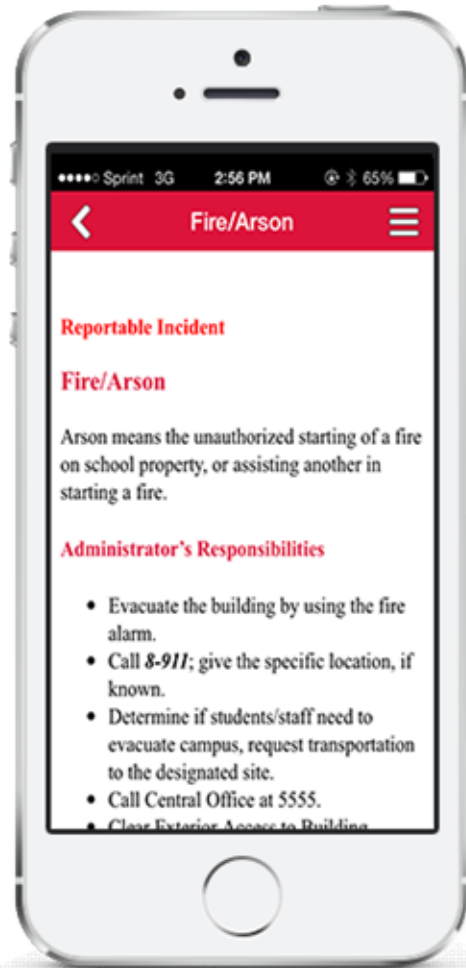
- From the plan you can access additional features.
 - You can find a new plan.
 - You can open the plan contact list.
 - You can utilize the flash on your phone to turn a flashlight on and off.

Plan Contacts



- The plan specific contacts ensure that users have quick access to accurate contact information.
- The plan specific contacts are useful for dialing phone numbers quickly.
- You can click the email button to send a message to one of these contacts.
- If your phone has connectivity you can also click on an address in your contact list to pull up a map to that specific address.

Updating Content



- When your content needs to be updated you simply submit the changes to us.
- We will incorporate the changes to your content, and upon your approval we will release updated content to your users.
- The updated content will be automatically sent to each of your registered users the next time they open My-EOP™.

For more
information
call us at
913-888-1217

My-EOP™



INFORMATION AT YOUR FINGERTIPS