

Drill Management – Red Card/Green Card

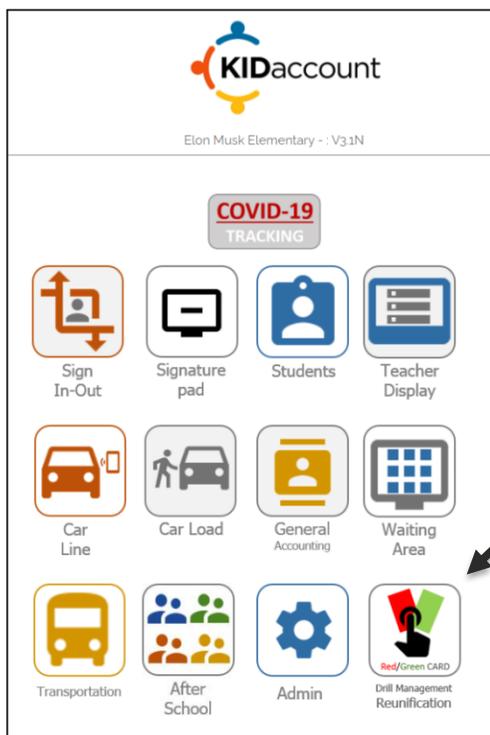
Emergency Drill Management and Reunification is an essential part of school safety. KIDaccount strives to provide a Drill Management module that fully integrates with Attendance and Visitor Management. This module includes a first responder’s dashboard, instant digital rollcall management, and multiple reunification tools.

iPads, phones, and any other wireless devices can be used.

This training guide includes:

- 1) Creating a Drill
- 2) Roll Call Overview
- 3) Reunification – 3 methods
 - a. Check- in Lane
 - b. Release Line
 - c. Waiting Area

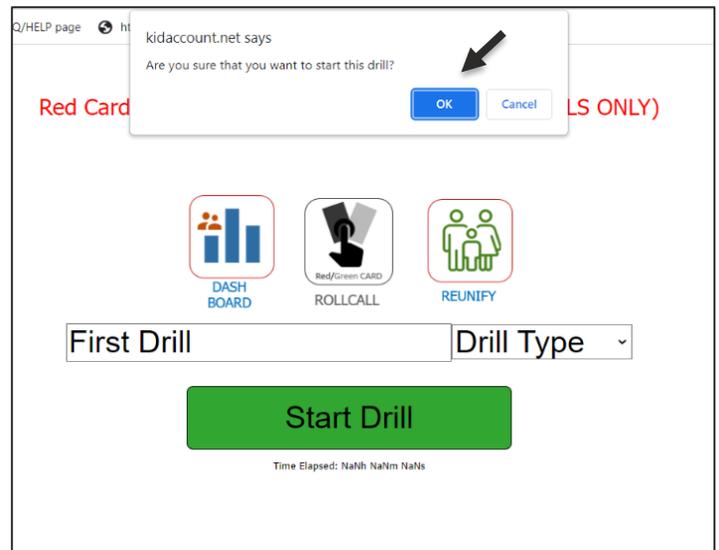
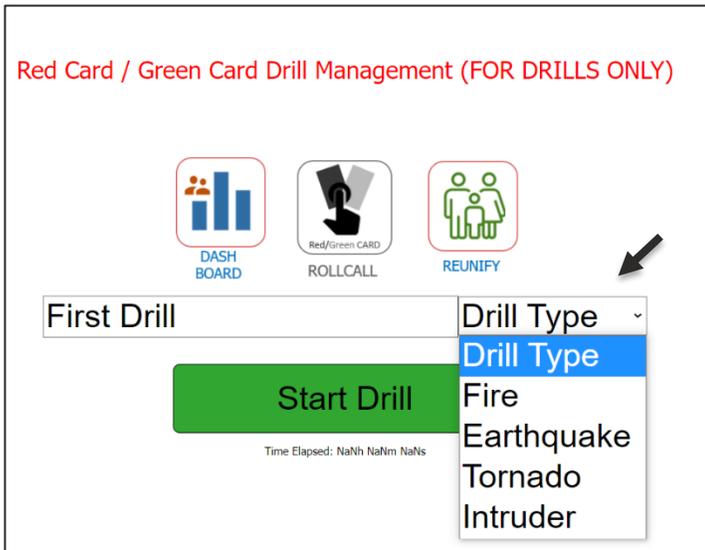
From the home page, select the Drill Management/Reunification Module. On the next page, you can create a drill, view the dashboard, begin roll call, or start the reunification process.



Drill Management – Red Card/Green Card

1) Creating a Drill

To create a drill, type in the name of the Drill and select a drill type from the dropdown menu: Fire, Earthquake, Tornado, or Intruder. For this example, Earthquake is selected. Once a drill type is chosen, click **Start Drill**. A notification will pop-up, confirming the start of the drill. If ready, press OK.



Upon selecting “OK,” the drill is activated. The bottom of the page displays the time the drill began and how much time has elapsed.



Drill Management – Red Card/Green Card

2) Roll Call Overview – Red Card/Green Card

Depending on the drill process at your school, the module can be used for both evacuation and lockdown drills.

To begin the Red Card/Green Card process, the staff selects the ROLLCALL button.



The next page will display a list of all staff members, and three buttons next to their names (Green, Red, and Yellow).

ROLL CALL			
	ALL CLEAR	MISSING	EXTRA
Ashley Angle	●	●	●
Kaitlynn Bax	●	●	●
Jessica Bax	●	●	●
Ashlie Beck	●	●	●
Tammy Bopp	●	●	●
Christina Brauner	●	●	●
Emily Collins	●	●	●
Lauren Coons	●	●	●
Sara Culp	●	●	●
Ashlynn Degn	●	●	●
Claire Hansen	●	●	●
Meagan Howerton	●	●	●
Carrie Hudson Pacini	●	●	●

Drill Management – Red Card/Green Card

Selecting the Green Button indicates all students in that classroom are accounted for. The Red Button signifies missing students, and the Yellow Button signifies extra students in that classroom.

If there are any students missing, select the Red Button. Selecting the Red button will display a list of students for that classroom. All students are toggled present by default. Any missing students should be toggled to Red. To toggle students missing, simply click on the Green toggle next to their name to change the color to Red. There is also an option to type a short note for clarification.

Students who are absent, or who have been signed out through the KIDaccount Visitor Management System, will still appear green, but will have a note that says, "Absent or Checked Out."

ROLL CALL			
	ALL CLEAR	MISSING	EXTRA
Ashley Angle	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kaitlynn Bax	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Jessica Bax	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ashlie Beck	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tammy Bopp	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Christina Brauner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Emily Collins	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lauren Coons	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sara Culp	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ashlynn Degn	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Kaitlynn Bax

Roll Call: Missing Students

- Kaitlynn Bax | Note:
- Sara Barbosa-Surmay | Note:
- Eli Abbett | Went to the bathroom
- Logen Brightwell | Note:
- Mason Castrop | Note:
- Eleanor Coats | Note:
- Nika Childs | Note:
- Grayson Heislen | Note:
- Shaniel Henry | Note:
- Anna Irminger | Note:
- Luke Jolly | Note:
- Alli McKinley | Note: (Absent or Checked Out)

If the teacher has an Extra student, simply click on the Yellow circle. The next screen will display 2 search boxes to search a student by last name or to add someone who is not on the school roster/staffing. Students who have already been reported missing will show up under CURRENT MISSING STUDENTS.

ROLL CALL			
	ALL CLEAR	MISSING	EXTRA
Ashley Angle	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kaitlynn Bax	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Jessica Bax	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Ashlie Beck	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tammy Bopp	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Christina Brauner	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Emily Collins	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lauren Coons	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

EXTRA STUDENTS

TEACHER: **JESSICA BAX**

Search Students: Last Name

Non-Registered Person: First Name Last Name

CURRENT MISSING STUDENTS

Eli Abbett

Nika Childs

EXTRAS WITH ME

Drill Management – Red Card/Green Card

If a teacher has a student from a different classroom, click on “Mark Present” from the CURRENT MISSING STUDENTS list. A notification will pop up to acknowledge that you want to mark the student as present. Select OK, and the student will be added to a list called EXTRAS WITH ME.

kidaccount.net says
You are about to mark Eli Abbett as present with Kaitlynn Bax. Are you sure?

TEACHER: JESSICA BAX

Search Students:

Non-Registered Person:

CURRENT MISSING STUDENTS

Eli Abbett 

Nika Childs

EXTRAS WITH ME

EXTRA STUDENTS

TEACHER: JESSICA BAX

Search Students:

Non-Registered Person:

CURRENT MISSING STUDENTS

Nika Childs

EXTRAS WITH ME

Student: Eli Abbett 

If you have found a student who is not listed in the CURRENT MISSING STUDENTS list, type their last name in the Search Students field. Press Submit, then select the correct student from the list.

EXTRA STUDENTS

TEACHER: JESSICA BAX

Search Students:

Non-Registered Person:

CURRENT MISSING STUDENTS

Nika Childs

EXTRAS WITH ME

Student: Eli Abbett

Roll Call - Extra Search

 **Jones, Rylee**

Jones, Kendall

Jones, Dylan

Jones, Harper

Drill Management – Red Card/Green Card

The student will then be displayed under the EXTRAS WITH ME area.

EXTRA STUDENTS

TEACHER: **JESSICA BAX**

Search Students: **Submit**

Non-Registered Person: **Submit**

CURRENT MISSING STUDENTS

Nika Childs

EXTRAS WITH ME

Student: Eli Abbett

Student: Rylee Jones 

For Non-Registered Persons, simply type their first and last in the field, and press Submit. The full name will populate under the EXTRAS WITH ME area.

EXTRA STUDENTS

TEACHER: **JESSICA BAX**

Search Students: **Submit**

Non-Registered Person: **Submit** 

CURRENT MISSING STUDENTS

Nika Childs

EXTRAS WITH ME

Student: Eli Abbett

Student: Rylee Jones

EXTRA STUDENTS

TEACHER **JESSICA BAX**

Search Students: **Submit**

Non-Registered Person: **Submit**

CURRENT MISSING STUDENTS

Nika Childs

EXTRAS WITH ME

Student: Eli Abbett 

NRP: Samantha Wilkins

Student: Rylee Jones

Drill Management – Red Card/Green Card

3. Dashboard Overview

The dashboard is updated in real time to reflect all changes that are made. The Dashboard highlights important school information, such as:

- **Staff Report Status** – Portrays the number of staff members who have reported their status as green, red, or yellow. To view the names of unreported staff members, click the “Unreported Staff List.”
- **Quick Stats** – Displays a quick summary of present, absent, missing, and dismissed students, along with missing staff members.
- **Quick Links** – Allows you to pull reports on absent students, dismissed students, and a Drill Summary.
- **Missing Students** – Missing students that have been found will be toggled green on the dashboard. Ex. Rylee Jones and Eli Abett were found with Jessica Bax. If students are still missing, they will be toggled red.
- **Extra/Accounted for** – This area displays all individuals who are not registered or enrolled in the school. Ex. Samantha Wilkins was found with Jessica Bax. If they are toggled red, then they are still missing.
- **Missing or signed out Staff Members** – Shows which staff members have been signed out through the KIDaccount Visitor Management System or who are reported missing.
- **Student Visitors/Visitors** – Displays student visitors who have signed in through the KIDaccount Visitor Management System.



DASHBOARD

3 of 20
Staff Reporting
[Unreported Staff List](#)

10 / 7 / 2021
9:50 AM CST

Quick Stats
Students Present: **862** | Students Missing: **4**
Students Absent: **38** | Staff Missing: **2**
Students Dismissed: **142**

Quick Links
[Absent Report](#)
[Dismissal Report](#)
[Drill Report](#)
[AFTER Drill Rollcall](#)

Missing Students

[Rylee Jones](#)

[Eli Abbett](#)

Extra / Accounted for

[Julia McDavid](#) | Jessica Bax

[Samantha Wilkins](#)

Missing Staff

[Jamie Galt](#)

Staff Signed Out

[Robert Ryan](#)

[Aaron Muse](#)

Student Visitors

[Danny Walls](#)

Visitors

[Andi Roy](#)

[Jason Allen](#)

[Amy Denton](#)

Drill Management – Red Card/Green Card

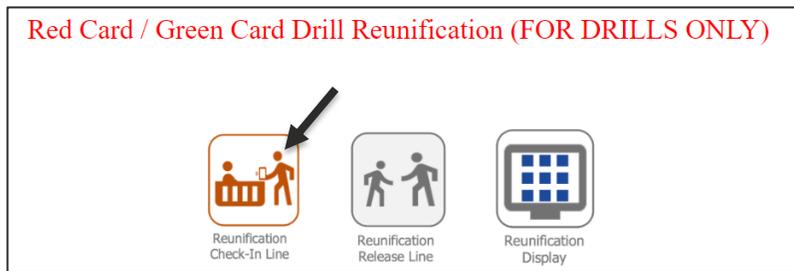
3) **Reunification:** There are several options available for reunification. Choose the method that fits best with your school process and specific situation.

Check-In Lane - Note: If your school is utilizing KIDaccount for carline dismissal, follow the same process.

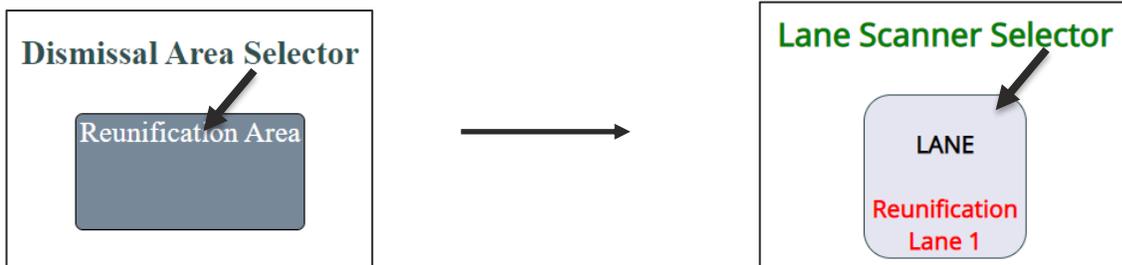
To begin the reunification process, select Reunify.



On the next page, click on the Reunification Check- In Line Module.



Then select the correct Dismissal Area followed by the appropriate lane.

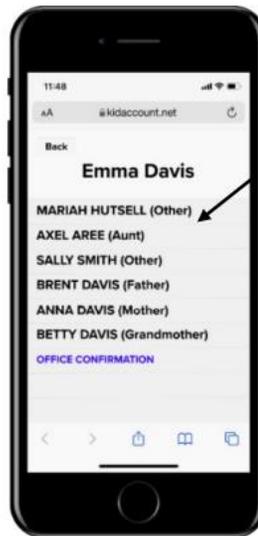


Drill Management – Red Card/Green Card

Follow the standard KIDaccount card scanning process for those who utilize the car line or simply search for the student by typing their last name in the search field.

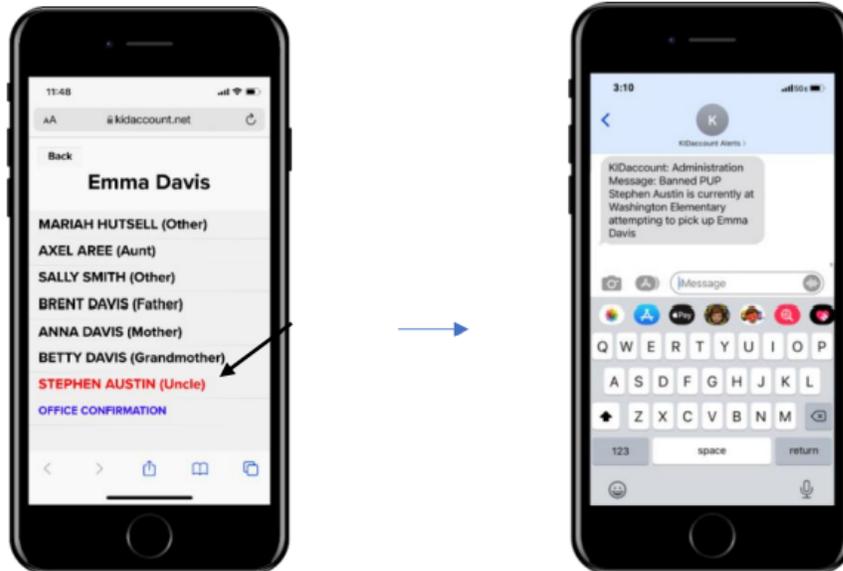


After scanning the card or searching by last name, select the appropriate Pick- Up Person from the Contacts list. The total number of cars scanned is shown at the top of the screen.



Drill Management – Red Card/Green Card

If the pick-up-person is not on the list, follow school protocol or contact administration. Once the pick-up person is identified, Select Office Confirmation to approve the pick-up person. Any contacts that are banned and not allowed to pick up a student will be highlighted in Red. If a Banned Contact is attempting to pick up a student, select their name to immediately send out a text alert to Resource Officers or Administrators according to your school setting.



After selecting a pick-up person, the screen will return to the scanning window.

Reunification Release Line

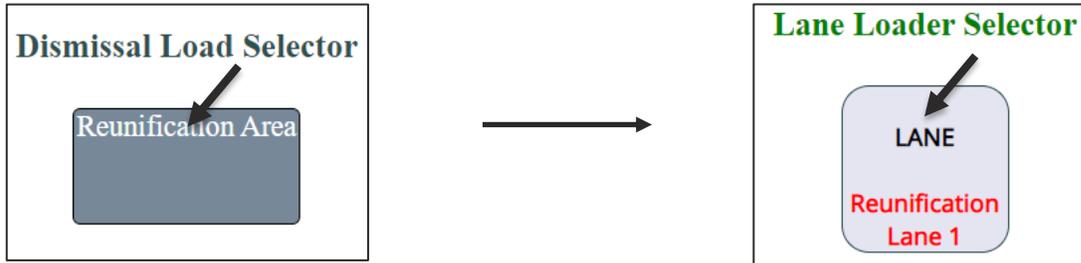
If your KIDaccount system is set to Classroom Release, follow the standard daily release system.

As cards are being scanned in, the **Organizer and Dismissal Staff** will open the Reunification Release List and select the appropriate dismissal area and lane.



Drill Management – Red Card/Green Card

Then select the correct dismissal load area and correct lane.



After selecting the appropriate lane, the Organizer and Dismissal staff will begin the reunification process.

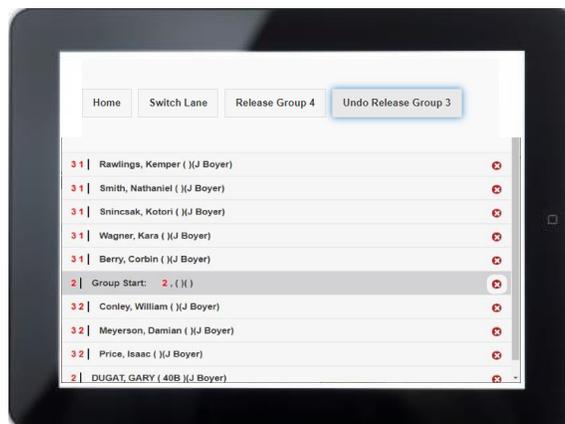
The Organizer will select the "Start Release" to begin releasing students. Once the "Start Release" button is selected, students who have been scanned in will populate on the page for both the Organizer and Dismissal staff.

NOTE: If students are generally released from a holding area, names will automatically populate on the Organizer and Dismissal Staff page.



Students may be separated into groups and released one group at time by selecting "Release Group #"

If a student is accidentally released, simply select the Undo Release. Continue through this process until all students are reunified with their guardian(s).



Drill Management – Red Card/Green Card

This concludes the Drill Management User Guide.

Please get in touch with us if you have any questions.

CustomerService@kidaccount.com

Thank you for choosing KIDaccount.

