

# Emergency Drills & Reunification Teacher Check-In

## Step 1: Click the Emergency Icon



This icon can be found on your teacher display or on the home screen upon log in.



## Step 2: Mark Green/Red/Yellow on Roll Call

Roll Call			
Period 1	All Clear	Missing	Extra
Andrew Berhorst	<span style="color: green;">●</span>	<span style="color: red;">●</span>	<span style="color: yellow;">●</span>
Julie Blunt	<span style="color: green;">●</span>	<span style="color: red;">●</span>	<span style="color: yellow;">●</span>
Alternate Lists			
Staff List		<span style="color: red;">●</span>	<span style="color: yellow;">●</span>
Alternate Classes			

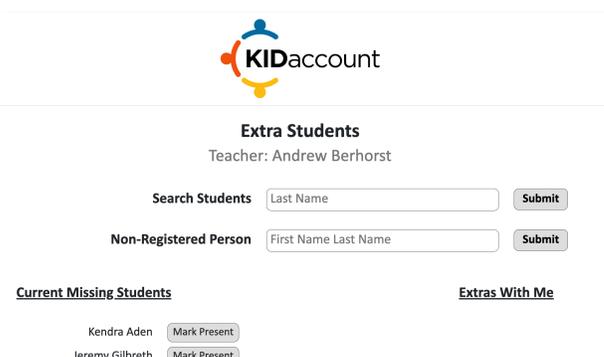
- **GREEN** if you have all students present (you have officially reported).
- **RED** if you are missing a student (see step 3).
- **YELLOW** to report an extra student found (see step 4).
- You can also roll call for staff members that need assistance.
- Teachers/Staff without a roster will scroll to the bottom of the page, and under ALTERNATE LISTS click the **RED** button across from STAFF LIST. You can then mark yourself as **GREEN/**Present.

## Step 3: Report Missing Students



- Marking a student **RED** will be report them as missing.
- Add notes to students that can assist and hit **SAVE**.
- Marking a student **GREEN** will be report them as present.

## Step 4: Report Extra/Found Students



- If a student has already been reported missing, you can **MARK PRESENT** under **CURRENT MISSING STUDENTS**.
- If a student has yet to be reported missing, you can search for the student and **SUBMIT**.