

STAFF GUIDE

S.A.V.E.S PROJECT · SAFETY · AWARENESS · EDUCATION

S.A.V.E.S EDUCATOR

For teachers, staff and administrators at S.A.V.E.S Project partner schools, and student support offices at colleges and universities.

Meet S.A.V.E.S EDUCATOR

S.A.V.E.S EDUCATOR gives teachers, staff and administrators at partner schools the safety information they need for S.A.V.E.S students, and a fast way to alert your school resource officers when a student leaves campus.

For staff at S.A.V.E.S Project partner schools only. Keep this guide within your school.

Scan to Open the App
app.savesproject.com
/educator.html

For Your Administrator to Fill In

School _____ School access code _____

The access code only places you in your school. It does not sign you in.

With the App, You Can

Know Your Students
Photo, description, stressors, what calms them and medical considerations.

Keep Plans Together
Each student's safety plan and bus details in one place.

Alert Police Fast
Report a student who left campus, straight to your school resource officers, or local police if your school has none.

Get Alert Texts
A text when any staff member reports a student missing (optional).

Record What Helped
Incident notes and, for administrators, after-action reports.

Find Help Quickly
School Safety Plan, field guides and the Communication Board.

Who you'll see: only students enrolled at your school whose family registered them with the S.A.V.E.S Project and allowed sharing with the school. If a family turns sharing off, that student disappears from the app right away.

support@savesproject.com · 810-328-3074

1 Get the App

S.A.V.E.S EDUCATOR is part of our free app. It's coming to the App Store and Google Play as **Saves Project**. Until then, scan the QR code on page 1 or go to **app.savesproject.com/educator.html**, then save it to your home screen so it opens full screen like any other app.

iPhone or iPad

1. Open the address in **Safari**.
2. Tap **Share** (the square with an arrow).
3. Scroll down and tap **Add to Home Screen**.
4. Tap **Add**.

Android

1. Open the address in **Chrome**.
2. Tap the menu (⋮) at the top right.
3. Tap **Add to Home Screen** or **Install App**.
4. Tap **Install**.

MDC, Laptop or Desktop

1. Open the address in **Edge** or **Chrome**.
2. **Edge:** menu (⋯), **Apps**, **Install This Site as an App**. **Chrome:** the install icon in the address bar.
3. Right-click the icon in the taskbar and choose **Pin to Taskbar**.

When the app asks **Who Are You Signing In As?**, tap **S.A.V.E.S EDUCATOR**. The **Add to Home Screen** button on that screen walks you through these steps on your own device.

> **The app keeps getting better.** As we add features and make improvements, some screens and button names may look a little different from this guide. If something doesn't match, look for the closest option or send us a message.

2 First-Time Setup

Each staff member adds themselves once, using a code from their school, a 6-digit PIN and an authenticator app. The S.A.V.E.S Project gives each partner school two access codes, and your principal shares them with staff at your school only.

Code	Who Uses It and What It Allows
Staff code	Teachers, aides, counselors and office staff. View students and safety plans, report a student who left campus, and add incident notes.
Administrator code	Principals and assistant principals. Everything staff can do, plus edit safety plans, transportation and the School Safety Plan, and write after-action reports.

1. Open the app and tap **S.A.V.E.S EDUCATOR**.
2. Under **Choose Your School**, tap your school. You can type part of the name to find it.
3. Tap **+ First Time? Add Yourself**.
4. Enter your first and last name and choose your role: **Teacher or Staff** or **Administrator**. Add your title or room if you like, such as "3rd grade, Room 112."

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5. To get a text when a student leaves campus, add your mobile number and check the box agreeing to alert texts (optional).
6. Enter your school's access code. Administrators use the administrator code.
7. Create a 6-digit PIN, enter it again, and tap **Add Me and Continue**.

Set Up Your Authenticator App (One Time)

This adds a second lock, so a PIN alone can't open participant information. Microsoft Authenticator and Google Authenticator are free, and Okta Verify works too. If you already use one at work, use that one.

1. On **Set Up Your Authenticator**, tap **Copy Setup Key**.
2. In your authenticator app, add an account and choose **Enter a Setup Key** (or **Enter Key Manually**). Paste the key and name it S.A.V.E.S EDUCATOR.
3. Type the 6-digit code it shows into S.A.V.E.S EDUCATOR and tap **Finish Setup**.

Setting up on another screen? Scan the QR code with your authenticator app instead.

> **Your PIN and authenticator are personal.** Don't share them: every student you open is recorded under your name.

School not listed? A principal or administrator can tap **School Not Listed? Request Access** on the first screen, and the S.A.V.E.S Project will follow up about a partnership agreement.

3 Signing In Each Time

1. Tap **S.A.V.E.S EDUCATOR**, then your school (the app usually remembers it).
2. On **Who's Using the App?**, tap your name.
3. Enter your 6-digit PIN, then the 6-digit code from your authenticator app. You're signed in as soon as you type the sixth digit.

After 15 minutes without use, the app locks and asks for your PIN only. Closing the app signs you out.

Situation	What to Do
Someone else needs the device	Menu, then **Switch Staff Member**.
Wrong PIN	After too many wrong tries, your name locks for 15 minutes. After more, it stays locked until the S.A.V.E.S Project resets it.
Code doesn't work	Codes change every 30 seconds; wait for a new one and make sure your phone's time is set automatically.
Forgot your PIN	Ask your principal to contact the S.A.V.E.S Project to reset it. Then tap your name, and on **Set a New PIN**, enter the access code and a new PIN twice, and tap **Save PIN**.
New or lost phone	Ask your principal to contact the S.A.V.E.S Project to reset your authenticator, then set it up again.
Faster sign-in	Menu, then **Face ID & Fingerprint**, to sign in with your face or fingerprint on this device.

4 Your Home Screen

Everything starts from the home screen, from top to bottom:

- **Student left campus alerts:** an orange banner while a student from your school is missing, with who reported it and which officers are responding.
- **Report: Student Left Campus:** the button to start an alert.
- **Your school resource officer:** the SRO's name and department.
- **My School's S.A.V.E.S Students:** the students you can open. Type a name or participant number to find one. A flag marks students with an elopement risk.
- **News & Community**, plus tiles for the School Safety Plan, Incident Notes & Reports, the field guides and the Communication Board.
- **Data Retention Schedule** at the bottom, which explains how long each kind of record is kept.

The first time you reach the home screen, a short **Welcome Tour** walks you through the app. Replay it anytime from the menu.

5 Student Profiles

Tap a student to open their profile. The top shows their photo, grade, room, age and participant number. Tap a section to open it.

Section	What You'll Find
Student Safety Plan	Early warning signs, triggers, what helps, safe person, safe space, where they're likely to go if they leave, how to approach them and what not to do. Written by your administrators.
Bus & Transportation	How they get home, bus number and route, stops and times, driver and aide, approved adults at the stop and the transportation office phone.
Known Stressors & What Calms Them	From the family's S.A.V.E.S registration.
Medical Considerations	From the family's S.A.V.E.S registration.
Physical Description	Height, weight, hair and eye color, used if the student leaves campus.
Wandering Profile	If the family filled one in: how urgent a search would be and where to look first.

> **Information looks wrong?** Registration details come from the family. Ask them to update it in S.A.V.E.S CONNECT, or email the S.A.V.E.S Project.

6 Editing Safety Plans and Transportation

Administrators keep each student's safety plan and transportation current. Staff can view them.

1. Open the student and tap **Edit Safety Plan** or **Edit Transportation**.
2. Fill in what you know. Leave a field blank to hide it.
3. Check **Elopement Risk** in the safety plan to flag the student on the home screen list.
4. Tap **Save Safety Plan** or **Save Transportation**.

> **Shared with officers during an alert:** "If they leave: likely to go," "How to approach" and "Do not" from the safety plan, plus the bus, route and stop, go to officers automatically when a student is reported missing. Keep them current.

7 When a Student Leaves Campus

> **Call 911 first.** Then send a S.A.V.E.S alert so responding officers get the student's photo and safety plan on their phones. The alert does not replace a 911 call or your school's procedures, including notifying the parent or guardian. Tell the dispatcher the address of the emergency, your name and phone number, then the participant number.

Report a Student Who Left Campus

1. Tap **Report: Student Left Campus** on the home screen, or **Report: Left Campus** on the student's profile, and choose the student.

2. Choose when it happened: during school, arrival or dismissal, on the bus, or at the bus stop.
3. Check the last seen date and time, then fill in where they were last seen, the direction they were heading and what they're wearing.
4. Check the staff contact for officers. It starts with your name and mobile number.
5. Check the box confirming 911 has been called and you're following your school's procedures, then tap **Submit & Alert Officers**.

Who Is Alerted	How
Your school's SROs	An alert in S.A.V.E.S RESPONDER with the student's photo, last seen details, safety plan and bus information, plus a text. The SROs decide whether to send it to other agencies.
Local police department	Only if your school has no SROs: the same alert in S.A.V.E.S RESPONDER, plus a text to officers on duty.
Staff who chose alert texts	A text.
The S.A.V.E.S Project	An email.

While the Alert Is Open

Everyone at your school sees an orange **Student Left Campus · Police Notified** banner. When an officer taps "I'm Responding," their name and department appear on it, so you know who is on the way.

When the Student Is Found

1. Tap **Student Found**.
2. Enter where they were found and check the date and time.
3. Tap **Close Alert**. Everyone who got an alert text gets a FOUND text.

If an officer finds the student first, they close the alert from their app and you'll see it close. Administrators can then write an after-action report.

8 Alert Texts

You can choose to get a text whenever anyone at your school reports a student missing, and again when the student is found. Texts are optional.

- **When you join:** enter your mobile number and check the box agreeing to alert texts.
- **Already using the app?** The home screen asks once: **Get a Text if a Student Leaves Campus?** Tap **Yes, Text Me** or **No Thanks**.
- **Change your mind:** menu, then **Get Alert Texts** or **Turn Off Alert Texts**. You can also reply STOP to any text.

Message and data rates may apply. Reply HELP for help. See the Privacy Policy & SMS Terms at savesproject.com/privacy.

9 Incident Notes and After-Action Reports

Notes record what happened and what helped, so the next person knows. They're visible to staff at your school and the S.A.V.E.S Project only, and are not shared with officers.

Add an Incident Note (Any Staff)

1. Open the student and tap **Add Incident Note**.
2. Choose the date, time, type of incident and where it happened.
3. Fill in what happened just before, what happened and what helped.
4. Note whether the parent was notified, police or EMS were involved, or anyone was hurt, then tap **Save**.

After-Action Report (Administrators)

After a serious incident, such as a student leaving campus, choose **After-Action Report** at the top of the note. It adds a timeline, what went well, what to improve and changes to the safety plan, which you can then update.

Tap **Incident Notes & Reports** on the home screen for your school's most recent notes.

10 School Safety Plan

Tap **School Safety Plan** on the home screen for your school's key contacts, including your SRO, and sections such as lockdown, evacuation, shelter in place, reunification site, students with special needs and missing or eloped student. It can also link to your district's full plan and policy documents. Administrators tap **Edit Plan** to update it.

11 Field Guides and Communication Board

Tool	What It Covers
De-Escalation Quick Guide	How to approach and communicate, and what to do if a student is escalating.
Sensory & Medical Considerations	Sensory overload, seizures, low blood sugar, non-verbal students and medical devices.
Communication Board	Picture cards and big YES and NO buttons for a student who can't speak or is overwhelmed. Tap a card to show it full screen; **Read Aloud** says the word.

Always check the student's own profile first. Their safety plan and the family's information come from the people who know them best.

12 News, Community and Messages

News & Community

News from the S.A.V.E.S Project and a place to share tips with other partners. Type in the box and tap **Post**. Tap **Helpful**, **Reply** or **Report** on any post.

Never post names, participant numbers, photos or details that could identify someone.

Messages to the S.A.V.E.S Project

Menu, then **Messages**, then **+ New Message**. Choose a topic, such as Question, Request, or Problem With the App, then tap **Send Message**.

We usually reply within 1 to 2 business days, with a banner on your home screen.

support@savesproject.com · 810-328-3074

In an emergency, call 911. Messages are not watched around the clock. Never send PINs, passwords or authenticator codes; the S.A.V.E.S Project will never ask for them.

13 Colleges and Universities

- At colleges, S.A.V.E.S EDUCATOR is for student support offices only, such as Disability Services, the Dean of Students, Residence Life and Counseling.
- Colleges do not send left-campus alerts. Campus police use S.A.V.E.S RESPONDER.
- The student gives sharing consent, or their legal guardian if they have one.

14 Privacy and Rules of Use

Families trusted the S.A.V.E.S Project and your school with this information. All activity is recorded by staff member.

- **Use it for your job only.** Open a student's profile only when you work with that student or need it for their safety. Every student you open is recorded with your name and the time.
- **Never share your PIN, codes or your school's access codes.** No one from the S.A.V.E.S Project will ever ask for them.
- **Switch staff members** when handing a shared device to someone else.
- **Don't screenshot, copy or forward** student information.
- **Report problems right away** if a PIN or code may have been exposed, or information looks wrong.
- Read the **Privacy Disclosure** in the menu and the **Data Retention Schedule** on the home screen.

15 Troubleshooting

Problem	What to Do
School or name not listed	An administrator can tap **School Not Listed? Request Access**. If only your name is missing, tap **+ First Time? Add Yourself**.
Access code doesn't work	Ask your principal for the current code; it may have changed.
I can't edit safety plans	Only administrators can. Administrators add themselves with the administrator code.
A student is missing from my list	The family hasn't registered them, named your school or allowed sharing with the school. Ask the family or the S.A.V.E.S Project.
Not getting alert texts	Open the menu and check it says **Turn Off Alert Texts** (texts are on). If you replied STOP, reply START.
No police department linked	The report screen says so. Call 911 as always, and tell the S.A.V.E.S Project so they can link your police department.
Screen looks different from this guide	The app may have been updated. Look for the closest option, or send us a message.

Getting Started Checklist

- ☐ Save the app to your home screen
- ☐ Create your PIN
- ☐ Take the welcome tour
- ☐ Know how to send a left-campus alert
- ☐ Add yourself with your school's code
- ☐ Set up your authenticator app
- ☐ Review your students' safety plans
- ☐ Save the S.A.V.E.S Project contact information

Questions? Email **support@savesproject.com**.

Contact the S.A.V.E.S Project

Questions, problems with the app, or a resident, student or participant whose information needs fixing? Email your questions to **support@savesproject.com**.

Call

810-328-3074

Leave a message and we will call you back.

Email

support@savesproject.com

For questions, enrollment, training and app help.

Mail

511 Olde Towne #80514
Rochester, MI 48307

For forms, letters and checks.

Online

savesproject.com

Send a message from the Contact page, or use Messages in the app menu.

In an Emergency, Always Call 911 First

The S.A.V.E.S Project is not an emergency service, and messages are not watched around the clock. Never wait to call 911. You can always cancel if help is not needed.

The S.A.V.E.S Project (Special Needs, Autism, Vulnerable Person, Elderly and Safety) is a Michigan 501(c)(3) nonprofit, EIN 39-3660134. Families never pay to take part.

Thank you for helping keep vulnerable people safe across Michigan.