STAND UP AND SPEAK UP | FOR SCHOOLS

Protect onboarding guide.

How your school launches Protect: what Active SOS sets up, what your team does, and how every report is handled.



Prepared for: *[School name]*

Bullying continues because students are afraid to report it and have no quick, private way to do it. Protect gives them one. Active SOS sets up and brands your portal. Your school launches it, decides who has access, and makes sure every report is read and answered.

We set up

The technology. Your portal, branding, texting number, QR/web page, organization code, and logins for your team.

You launch

The program. Students, families and staff learn the number, the QR code and the code, and trust that a report will be read.

You respond

The follow-through. Reviewers read, reply, escalate, and protect the name of everyone who speaks up.

Who does what

Area	Active SOS	School
Portal and branding	Builds your portal with your logo and colors	Supplies logo files and approves the look
Texting number	Assigns a dedicated school number	Publishes it to students and families
QR / web page	Creates your school's page and QR code	Posts the QR code where students will see it
Organization code	Creates your code; no payment screen for students or staff	Shares the code
Portal access	Creates logins and sends invitations	Decides who gets access
Reviewing reports	Delivers texts, QR/web reports and app alerts into one inbox	Assigns reviewers; reads and acts
Reporter privacy	Limits access to people you name	Keeps every reporter's name confidential
Student rollout	Provides materials and training	Leads the rollout

What students can use

1 Text the school number
Confidential, not anonymous. Staff who review reports can see the sender's phone number. A text does not send location.

2 QR code or web page
Name and number are optional. The phone asks permission before sharing location. Shared location shows on a map with distance from campus.

3 The app
Students enter your organization code. The app uses a name and number and sends location with the alert.

4 A trusted adult
Staff should know how to point a student to the right place.

Texts, QR reports and app alerts arrive in one place. A text to your school number, a report from the QR page, and an alert from the Active SOS app all appear in the same portal inbox. Delivery depends on carrier and network conditions.

What we need from you

- Your logo files (PNG, high resolution)
- Names, titles, emails and cell numbers for every portal user
- A primary reviewer and a backup reviewer, and your review hours and after-hours plan
- Your escalation plan, including 911 and your crisis team
- One school point of contact

Decisions your school makes before launch

Decision	What to settle	Our recommendation
Who gets portal access	Everyone who can see reports	Keep the list small: administrators, counselors and your safety lead. Each person gets their own login.
Who reviews reports	A primary, a backup, and hours covered	Two or more reviewers so no report depends on one person.
After hours	Whether anyone watches the portal outside school hours	Decide in writing and tell students. Protect is not a staffed monitoring center.
Escalation	Who is called for each kind of report	Danger in progress goes to 911 first. A student at risk of self-harm follows your crisis plan; 988 is available 24/7.

Tell students the truth.

Confidential, not anonymous. Say so plainly, then explain how your school protects it.



Rolling Protect out

When	Step	Owner
2 weeks before	Name reviewers and portal users, send us the list, approve branding.	School
1 week before	Portal, number, QR page and org code are ready. We run the test together and train your reviewers.	Active SOS and school
Launch week	Send the family letter, brief staff, run a short walkthrough in homeroom or assembly, post the how-to cards.	School
Days 30, 60, 90	Repeat a short reminder and review report activity together.	School, with Active SOS support

What happens when a report arrives

1 **Read it**
The assigned reviewer opens the report and notes the time, place and who it involves.

2 **Decide urgency**
If someone is in danger right now, call 911. If a student may be thinking about suicide, follow your crisis plan and connect them with a counselor; they can call or text 988.

3 **Respond and record**
One person owns each report, replies if the sender can be reached, and records what was done.

4 **Follow up**
Check back with the student who reported, as agreed in your plan.

What Protect does and does not do

- Gives students a quick way to reach staff you have named.
- Does not track students and has no background location.
- Does not replace your safety plan or 911. The school owns the response.

If someone is in danger right now, call 911. If you or a friend is thinking about suicide, call or text 988.