

“Intelligent Playbook”

School Org Vault Click on the title of the Document to review

✓ = Reviewed Document ○ = Document to be Reviewed

Group by: Document Groups Sort by: Title

Emergency Preparedness		
Title	Description	Eff. Date
<input type="radio"/> Alert - Emergency Check Points	Emergency Check Point Details	8/9/2007
<input type="radio"/> Emergency Evacuation Plan - Flood	Emergency Evacuation Plans	1/9/2007
<input type="radio"/> Emergency Preparedness Plan	Emergency Preparedness Plan	1/9/2007
<input type="radio"/> VT Recommendations and Responses	VT Internal Report Details	10/9/2007

Faculty Training		
Title	Description	Eff. Date
<input type="radio"/> Bullying Prevention and Intervention Training	Staff and Faculty Training	6/24/2010

Student Safety		
Title	Description	Eff. Date
<input type="radio"/> Anti-Bullying Policy	Anti-Bullying Policy	6/24/2010
<input checked="" type="radio"/> Reporting Child Abuse	Reporting Child Abuse	1/9/2007
<input type="radio"/> Safe Schools - Secretary Spellings	Public Comments Request from Dept of Ed	7/16/2007
<input type="radio"/> School Board Bulletin	June 2007 Bulletin	8/2/2007
<input type="radio"/> School Bus Driver Threat	FBI Informational Bulletin	3/19/2007
<input type="radio"/> Staff Relationships with Students	Staff Relationships with Students	1/9/2007

Page 1 of 1 GLOSSARY MOAT TOOLS INCIDENT REPORT EXIT

1 Name of Individual User

Individual Users include students, parents, faculty, staff, administration, employees, vendors, contractors, first responders, law enforcement, mental health, etc.

2 Certification

MOAT's Individual Certification process automates annual and ongoing certifications required by federal regulations, state mandates, insurability, legal due diligence and employee performance requirements.

3 Informational and Regulatory Awareness Modules

MOAT's Security and Privacy Awareness Modules are updated annually with new information, risks, case studies, real-world examples and lessons learned from FERPA, Clery Act, HIPAA/HITECH, FACTA Red Flags and many others.*

4 ORG Vault Security and Accessibility

Individual Users can securely access the ORG Vault anytime and from anywhere (school, work, home, mobile) during emergencies, pandemics, disasters, terrorist incidents, etc. to ensure they have access to appropriate and updated information individuals need to make decisions and help organizations achieve better results.

5 ORG Vault Documents

Allows organizations to manage their “enterprise wide playbook”, situational awareness and customized knowledge such as policies, procedures, processes, internal controls, regulatory guidelines, emergency plans, priorities, strategies, checklists, call lists and other sensitive information that individuals need to do their jobs and make better decisions.

6 Regulatory - Federal, State, Local and International

Regulatory requirements are mounting and individuals must be aware and accountable for all regulations that apply to their industry such as PCI-DSS, FERPA, HIPAA, Clery Act, FACTA-Red Flag and many others.*

7 Connecting the Dots and Connecting the Silos

MOAT can be utilized by all departments within an organization to share policies, procedures, processes, guidelines, plans, strategies, etc. with all appropriate personnel.

- Information Security
- Human Resources
- Emergency Management
- Regulatory Compliance
- Environmental
- Risk Management
- Safety & Physical Security
- Business Continuity

*PCI-DSS, GLBA, USAPA, BSA-AML, FFIEC, FACTA-Red Flag, FISMA, ISO-2700, SEC-501, HIPAA, FERPA, Clery Act, OSHA, FMLA, NCLB, SOX, Basel II, FERC, PIPEDA, GAISP, NERC, Employment, Ethics, COOPS, etc.

Real-Time, On-Demand Reporting

1

User	Login ID	Last Login	Location	Department	Unit	Email	Cert Issue Date	Cert Due/Expire Date	A	B	C	D	E
Admin, Awareity	awareity_admin@school.org	6/24/2010 9:39:52 AM		None		support@awareity.com	NA	December 12, 2012 (d)	○	○	○	○	○
Counselor, School	counselor@school.org	2/24/2009 4:12:39 PM		District - Administration Management		demo@awareity.com	NA	March 26, 2009 (d)	○	○	○	○	○
Officer, Campus Safety	safety officer@school.org	10/29/2008 6:49:30 AM		None		demo@awareity.com	NA	December 12, 2012 (d)	○	○	○	○	○
Officer, School Resource	sro@school.org	9/10/2007 8:04:54 AM		Crisis Management		demo@awareity.com	NA	October 10, 2007 (d)	○	○	○	○	○
Principal, Paul	paul.principal@school.org	6/25/2009 3:34:43 PM		Crisis Management		demo@awareity.com	NA	September 09, 2009 (d)	○	○	○	○	○
Responder, First	first.responder@school.org			Responder - Fire and Rescue - Region ABC		demo@awareity.com	NA	September 09, 2009 (d)	○	○	○	○	○

Individual-Level Metrics

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User / Document Name	Document Agreed
Faculty, Fred	
5678 Information Handling and Access	No
9999 Password Policy	No
Alert - Emergency Check Points	No
Anti-Bullying Policy	No
Bullying Prevention and Intervention Training	No
Clery Act - Crime Reporting Procedures	No
E-mail Usage Policy	No
Emergency Evacuation Plan - Flood	No
Emergency Preparedness Plan	No
Ethics Policy	No
Internet Usage Policy	No
Pandemic Flu Checklist	No
Pandemic Flu Plan	No
Password Policy	No
PDA Usage Policy	No
Personnel Records	No
Reporting Child Abuse	No

Awareness Metrics

3

Document Name / User	Document Agreed	Department	Location	Unit	Email
Anti-Bullying Policy					
Admin, Awareity	No	None			support@awareity.com
Counselor, School	No	None			demo@awareity.com
Faculty, Fred	No	None			demo@awareity.com
Koht, Ron	No	None			demo@awareity.com
McKillop, Randy	No	None			demo@awareity.com
McManus, Kim	No	None			demo@awareity.com
Morton, Amy	No	None			demo@awareity.com
Nucop, Bob	No	None			demo@awareity.com
Nurse, School	No	None			demo@awareity.com
Officer, Campus Safety	No	None			demo@awareity.com
Officer, School Resource	No	None			demo@awareity.com
Palmore, Amanda	No	None			demo@awareity.com
Principal, Paul	No	None			demo@awareity.com
Responder, First	No	None			demo@awareity.com
Ruble, Jay	No	None			demo@awareity.com
Shaw, Rick	No	None			demo@awareity.com
Substitute, Sara	No	None			demo@awareity.com
Superintendent, Sally	No	None			demo@awareity.com
Tarantino, Kathryn	No	None			demo@awareity.com
Teacher, Tina	No	None			demo@awareity.com
School Board Bulletin					
Admin, Awareity	No	None			support@awareity.com

Real-Time Compliance

4

User	Login ID	Department	Location	Phone	Email	Supervisor	Enroll	Days Past Due	Days Until Due	Cert History	
Admin, Awareity	awareity_admin@charter.org	None			support@awareity.com			Jun 15, 2009	70	-	View
Enforcement, Law	law.enforcement@charter.org	Emergency Management			demo@awareity.com			May 15, 2009	101	-	View
Teller, Bank	bank.teller@charter.org	Bank Tellers			demo@awareity.com			Jun 01, 2009	94	-	View

Accountability Metrics

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Date/Time	Activity Type	Additional Info
Jan 09 2007 - 01:24:37 PM	UserAdd	Student ID: 151; Student Added by Student Number: 14
Jan 09 2007 - 02:02:31 PM	login	Browser = IE
Jan 09 2007 - 02:04:40 PM	policyadd	Policy: 100
Jan 09 2007 - 02:05:17 PM	policyadd	Policy: 101
Jan 28 2009 - 11:14:09 AM	login	Browser = IE
Jan 28 2009 - 11:42:14 AM	policyedit	Policy: 104 changed, previous copy archived
Jan 28 2009 - 11:43:03 AM	vaultQuestionAnswer	Policy: 104 - Question Number: 27. Answered Correctly
Jan 28 2009 - 11:44:46 AM	policyedit	Policy: 104 changed, previous copy archived
Jan 28 2009 - 11:47:33 AM	policyagree	Policy: 114
Jan 28 2009 - 11:47:40 AM	policyagree	Policy: 109
Jan 28 2009 - 11:47:47 AM	policyfile-userread	Policy ID: 117 - CIT ID: 108 - FilePath: Content\11000\1169381288-Nebraska Pandemic Flu Plan.pdf - MD5: 6f3c3071b1e5725c91d215c47e2292a4
Jan 28 2009 - 11:47:54 AM	policyagree	Policy: 117

1 Performance Reviews

Track Individual Users' progress in MOAT real-time and on-demand

2 CYA & Eliminating Silos

Track and document Individual Users as they read and acknowledge organizational plans, policies, guidelines, responsibilities, etc.

3 Audits/Examinations

OCC, State Regulators, Internal Auditors and External Auditors can have on demand accessibility to Progress Reports, Activity Reports, Compliance Reports, Document Reports and Individual Reports.

4 Trust & Accountability

Automate manual efforts, reminders, notifications and track User certifications (past due, approaching compliance, etc.)

5 Legal Due Diligence

Time-stamped audit trail of all User Activity in MOAT (certifications, training, policy acknowledgements, etc.)