



TIPS Prevent...Image the Impact in Your School

All students have the right to go to school without facing threats, intimidation or harassment, and schools and communities have an obligation to provide this right. Awareity's TIPS offers comprehensive tools to help schools replace more expensive 'status quo incident reporting' solutions that make schools reactive and more vulnerable to lawsuits. TIPS is innovative and smart and can help schools proactively prevent incidents, save lives and improve student safety.

TIPS (Threat Assessment, Incident Management and Prevention Services)

Awareity's new TIPS services help individuals and BIT/TAT members to report, assess, intervene, prevent and follow up on reports of troubled students, suspicious incidents, violent, aggressive and at-risk individuals.

Step 1: TIPS provides your students, employees, staff and third-parties the tools they need to confidentially report incidents anytime and anywhere. TIPS also gives your organization the ability to assign Threat Assessment Teams to each type of incident so red flags do not fall through gaps, appropriate personnel are automatically notified and responses are shared, tracked and documented.

TIPS can be used to report:

- Bullying/Cyberbullying
- Harassment/Discrimination
- Weapons
- Threats to Harm
- Alcohol/Drug Abuse
- Suspicious Persons
- Safety Hazards
- Personal Security
- Emergency/Terrorism
- Mental Health Concerns
- Sexting
- Student/Faculty Relationships
- Suicidal Thoughts
- Ethical Concerns
- Fraud/Cheating
- Hazing
- Workplace Violence
- Vandalism

Bullying is prohibited in any form on school property, in a school vehicle or at a school-sponsored activity or event. Students who have been subjected to bullying should immediately report bullying incidents. Once a report of bullying has been made, appropriate reporting and investigation will pursue.

TIPS Brought to You By:

Sponsoring
Organization's
Logo Here

Incident Type:

Report as: Confidential User

Where Incident Occurred:

Date of Incident:

Time of Incident:

Supporting Document:

Student Initiating Bullying/Harassment (Required Field):

Student(s) Affected (Required Field):

Type of Bullying/Harassment (Racial, Sexual, Religious, Cyber, Other) (Required Field):

Contact Information if you would like us to follow up with you:

Step 2: All appropriate BIT/TAT members are automatically notified via e-mail regarding the new incident report and members can quickly and securely login to TIPS to review and acknowledge the Incident Report Details. Team members will receive daily notifications until incident has been acknowledged to ensure all incidents are reviewed and investigated.

Team members only have access to those Incident Report types they are assigned to and can review reports from any PC with Internet access.

View Incident Reports

Organization:

Incident Type:



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Step 3: BIT/TAT members can see the date/time each team member read and acknowledged the Incident Report Details.

Step 4: Team members can review Incident Details, update information, assign to specific Clery Act reporting categories, etc.

Incident Report Details

[\[Print this page\]](#) | [\[Click Here to Close and Return to Incident Reports Page\]](#)

Incident Report Details		ID	Assigned To	Date/Time Read	Date/Time Acknowledged
Report Type:	Emg/Terror (update)	906	Law Enforcement	--	--
Report Name:	Potential Handgun on Campus (update)	905	School Administrator	--	--
Incident Priority:	high (update)	909	Student Affairs	2/28/2011 11:54:45 AM	--
Category Group:	Clery Act (update)	910	Legal Counsel	--	--
Report Categories:	• All liquor, drug or weapons law violations resulting in an arrest (update)	907	School Counselor	--	--
Reported By:	Confidential	890	BIT Member	--	--
Location of Incident:	Library	908	School Resource Officer	2/28/2011 11:54:08 AM	2/28/2011 11:54:12 AM
Date of Incident:	Library				
Time of Incident:	Library				
Supporting Document:	--				
Date/Time Reported:	1/4/2011 3:58:06 PM				
Incident Detail:					
Suspicious person walking on campus with backpack and what looked to be a handgun in a holster.					
Person/Persons Involved:					
Man wearing jeans, gray jacket, black baseball cap, black backpack					
How You Became Aware of Incident:					
Bystander outside of Library					

SET REMINDER **CAPC METER**

Add Action:

SUBMIT

Supporting Document:

Manage Reminder

Reminder Title	Reminder Date		
Mental Health Review	3/11/2011	detail	delete

Add a reminder

Reminder Name:

Reminder Length:

1 day 2 day
 3 day 4 day
 5 day 6 day
 1 week 2 week
 3 week 1 month

Set Reminder to:

Michael Cipollaro - admin
 Awareness Admin - admin
 Ron Ben Zeev - admin

Action List

Name	Date/Time of Action	Action
Awareity Admin	2/14/2011 5:49:19 PM	contacted mental health
Katie Weaver	2/14/2011 5:17:14 PM	Notified campus law enforcement

Step 5: To more effectively connect the dots, team members can document their actions and upload supporting documents (images, police reports, etc.) to immediately share with other team members. The Action List provides a chronological audit trail of actions taken by team members that can be reviewed and utilized for mounting legal and compliance obligations.

Step 6: To prevent incidents from falling through the cracks, BIT/TAT members can set reminders to follow up with at-risk individuals (victims, bullies, witnesses, etc.) and their progress with mental health reviews, suspensions, counseling, etc.

Step 7: BIT/TAT members can search current and previous incident reports to identify individuals and incidents that may be connected and to generate reports for Clery Act, end-of-year safety reviews, audits, etc.

Step 8: TIPS provides statistics for schools/universities to monitor reporting over time and proactively determine what types of issues need to be addressed ongoing.



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Awareness Vault for Behavioral Intervention Teams/Threat Assessment Teams

MOAT's Awareness Vault empowers schools/colleges to share confidential situational awareness, legal requirements, regulatory mandates and organization specific guidelines with team members as needed. MOAT tracks all personnel acknowledgements with on-demand reporting metrics and audit-ready documentation so schools can ensure all individuals (faculty, staff, students, parents, administrators, mental health counselors, SROs, etc. understand their individual roles and requirements.

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

Group by: Document Groups | Sort by: Title

✓ Reviewed Document | Document to be Reviewed

Title	Description	Eff. Date	Status
Emergency Preparedness			
Ethics			
Faculty Training			
<input type="radio"/> 2011 FERPA Requirements Version 2	FERPA Annual Awareness Training	10/7/2010	Required Annually
<input type="radio"/> Bullying Prevention and Intervention Training	Staff and Faculty Training	6/24/2010	Required
Human Resources			
Information Technology			
Media Communications			
Pandemic Flu Planning			
Security			
<input type="radio"/> Clery Act Reporting	Clery Act Reporting	10/7/2010	Required Annually
<input type="radio"/> Search and Seizure Requirements	Search and Seizure	10/7/2010	Required Annually
<input checked="" type="radio"/> Video Surveillance Policy	Video Surveillance Policy	1/9/2007	Required Annually
Student Safety			
<input type="radio"/> Helt - Department of Education & OCR	Dear Colleague Letter	11/7/2010	Required Annually
<input type="radio"/> Anti-Bullying Policy 2010	Anti-Bullying Policy	6/24/2010	Required Annually
<input type="radio"/> Cyberbullying and Online Safety	Cyberbullying Policy	10/7/2010	Required Annually
<input type="radio"/> Distracted Driving	Case Study	10/7/2010	Required Annually
<input type="radio"/> Notification to Parents	Notification to Parents	10/7/2010	Required Annually
<input checked="" type="radio"/> Reporting Child Abuse	Reporting Child Abuse	1/9/2007	Required Annually
<input type="radio"/> Safe Schools - Secretary Spellings	Public Comments Request from Dept of Ed	7/16/2007	Required Annually
<input type="radio"/> School Board Bulletin	June 2007 Bulletin	8/2/2007	Required Annually
<input type="radio"/> School Bus Driver Threat	FBI Informational Bulletin	3/19/2007	Required Annually
<input type="radio"/> Seating Policy	Seating	10/7/2010	Required Annually
<input type="radio"/> Staff Relationships with Students	Staff Relationships with Students	1/9/2007	Required Annually
Threat Assessment Team Guidelines			
<input type="radio"/> Incident Reporting Procedures	Response Protocol	10/7/2010	Required Annually
<input type="radio"/> Mental Health Requirements	Reporting to Mental Health Professionals	10/7/2010	Required Annually
<input type="radio"/> Threat Assessment Aggression Meter	Aggression Meter	10/7/2010	Required Annually
<input type="radio"/> Threat Assessment Team Call List	Call List	10/7/2010	Required Annually

The Awareness Vault is the perfect way to improve awareness and accountability for all types of documents and to more effectively connect the dots including:

- Anti-Bullying Policies
- Faculty Intervention Training
- Team Guidelines
- Incident Reporting Procedures
- Confidentiality Agreements
- Clery Act Reports
- Behavioral Analysis Information
- Student Status Reports
- Emergency Call lists
- Checklists
- Crisis Response Plans
- FERPA/HIPAA Training
- Student Handbooks
- Counseling Agreements
- OCR "Dear Colleague Letter" Guidelines
- Threat Assessment Mandates
- VT Review Panel Report Guidelines
- School Board Guidelines
- And much more...

Awareity's TIPS is more than a traditional anonymous hotline. TIPS offers proven frontend AND backend tools including:

- Anonymous or non-anonymous incident reporting
- Automatic real-time 'incident' notifications to all appropriate Team Members
- Secure anytime and anywhere accessibility for Team Members via Internet
- Confidential information sharing with Team Members for more informed decision making
- Coordinated actions between Team Members to improve prevention and intervention efforts
- Reminders can be set by Team Members to make sure all follow ups occur as needed
- Notifications can be sent to Team Members to ensure everyone is aware of incident status
- Search options empower Team Members to connect the dots with multiple related incidents
- Audit-ready documentation is automatically created for compliance requirements
- Legal-ready documentation is automatically created for legal defensibility and due diligence
- Team Members have anytime access to Awareness Vault for guidelines and procedures
- Team Members have complete control over Incident Reporting forms and updates
- Team Members can include internal and external resources (experts, law enforcement, etc.)
- Incident Reporting can be sponsored by local entities to help with fiscal/funding limitations

TIPS is a comprehensive suite of threat assessment, incident management and prevention tools that schools need to meet their obligations and to keep pace with mounting risks and escalating lawsuits.

Visit www.tipsprevent.com or contact Awareity at info@awareity.com to schedule your free online demonstration or to learn more about our community-based funding initiatives.