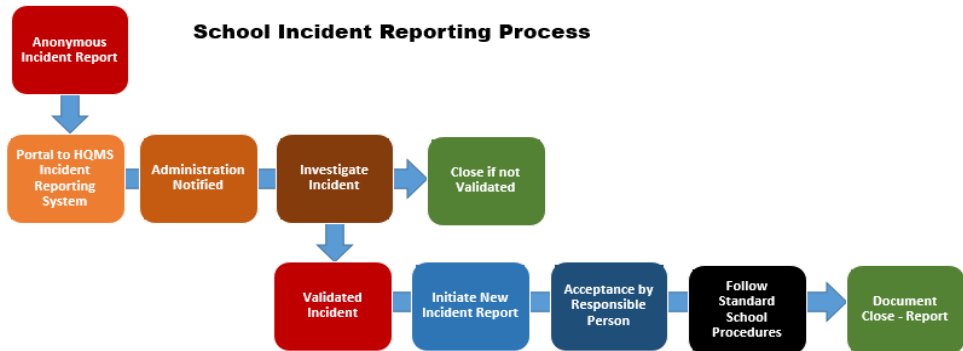


Harrington School Threat/Issue Management System Keeping Florida Schools Safe

**Report Threats Anonymously – Notify Authorities –
Manage Action Taken – Document the Results –
Hold Employees – Authorities Accountable**



Step One

Report Threats Autonomously

**Post new threats or incidents to our online system from your
Android Devices– Laptop – Computer**

The screenshot shows the 'School Tips Line' website. At the top, there is a logo for 'School Tips Line' with the tagline 'ANONYMOUSLY LATER TIPS IN ORDER TO MAKE ALL SCHOOLS SAFER' and a hotline number '+1-800-000-0000'. Below the logo is a navigation menu with links for 'Home', 'How to Report', 'What to Report', 'Confidentiality', 'FAQs', and 'Contact Us'. The main content area is titled 'About School Tips Line' and contains the text: 'This confidential and anonymous system makes it easy to report and learn more about workplace issues like financial and auditing concerns, harassment, theft, substance abuse, unsafe conditions, and more.' Below this text is a large red button that says 'Send a Tip Anonymously'. At the bottom of the page, there are five icons representing different types of incidents: 'Abuse including physical, sexual...', 'Academic dishonesty and cheating', 'Admissions Irregularities', 'Aggravated Assault', and 'Arson'.

**Select a School - Click on Report Anonymously Button
Incident Report Portal Appears
Document the Incident to the School on the Report
Portal Page**

Anonymous Incident Report Initiate Page

powered by HQMS

Automatically Generated by the System

Enter Time of Report
 Name of Person Involved
 Enter Yes – No-Unknown
 Enter gender – Female - Male
 Enter Yes – No-Unknown

Enter Name of intended Victim
 Enter Yes/No
 Enter Incident Description

Initiate Anonymous Incident Report

Issue Number:

Time:

Person Involved:

Is Student:

Gender:

Race:

Location:

Incident Type:

Weapon:

Intended Victim:

Gang Related:

Anonymous Incident Description:

Submit Incident Report

Bathroom
 Bus
 Classroom
 Computer Room
 Engineering
 Gym
 Hallway
 Office
 Other
 Recess

Alcohol
 Arson
 Battery
 Burglary
 Disruption on Campus
 Drug Sales
 Fighting
 Harassment
 Hazing
 Homicide
 Kidnapping
 Larceny/Theft
 Other
 Physical Attack
 Robbery
 Sexual Assault
 Sexual Battery
 Sexual Harassment
 Sex Offenses
 Threat/Intimidation
 Tobacco
 Trespassing
 Vandalism
 Weapons Possession

Asian
 Black
 Hispanic
 Latino
 White

Handgun
 Rifle
 Shotgun
 Knife
 Other

v2.0.2.5

Step 2

Administration Takes Action Assess Threat – Investigate Validity – Notify Authorities Document all Activities

Incident Report Details

[Home Page](#)
[List Records](#)
[New Record](#)
[Delete](#)
[Print](#)
[Send E-mail](#)

Issue Number : 000004
Status : Closed

General

* Issue Number: 000004
 Date Originated: March 21, 2018
 Time: 9:15 AM
 Person Involved: John Smith
 Is Student: Yes
 Gender: Male
 Race: White
 Location: Hallway
 Incident Type: Weapons Possession
 Weapon: Handgun

Issue Description:

Intended Victim: Unknown
 Gang Related: No
 Responsible: Administrator, Harrington
 Date Due:
 Date Closed: March 21, 2018

Action Taken Notes:

Step 3

The school district can generate reports based on the incident type as defined by the Florida Department of Education. This includes incidents for Alcohol and Arson through Vandalism and Weapons Possession.

Report Incident – Take Action – Validate – Notify – Implement Corrective Actions – Document all Steps – Report

Benefits of the Incident Reporting System

- **Address threats/suspicious activity systematically.**
- **Notify administration of the threat or incident.**
- **Take immediate action steps to address the threat.**
- **Add attachments such as photos, videos, or social media posts to the action step.**
- **Document each step you have taken to resolve the issue.**
- **Hold staff and authorities accountable for their actions.**
- **Report of actual incidents/threat to the district**

About the Harrington Group

Harrington Group International (HGI) is an Orlando, Florida based software development company that specializes in data base development and business process management. The company was formed in 1991 and serves the needs of customers for business process improvement worldwide. The proposed system is a modification of an existing software program that addresses issue/action management.