

Plant the Flag

User Manual

How to plan a school response on SightDesk, drill it as a tabletop and in the field, and run it live with the CommandGoBag flags and the Anchor.

WHO DOES WHAT, AND WHERE TO READ

Trainer

Builds the plan in SightDesk, runs the tabletop and field drills, invites responders through their agencies, and owns the after-action items.

Pages 3 to 5

School team

Sets up the school's zones, supplies the site details, chooses the reunification site, and signs off on the plan in the tabletop.

Page 6

Responders

Carry the free MyFlare Alert app, plant the flag and press the Anchor on scene, and acknowledge their assignment.

Page 7

Everyone reads page 2 first. Page 8 is a one-page quick card to keep in the bag.

Before you start

What you need

The CommandGoBag. The seventeen-foot flags, each with its number.

The Anchor. One press tells SightDesk where the flag is standing.

SightDesk logins for the trainer and the school safety lead.

The school's map and room list, so the site is on the map before you plan.

MyFlare Alert on every responder phone, registered to the agency that responder serves. An install not registered to an agency in the plan gets no assignment.

The words in this manual

Plan	One response for one site and one scenario, owned by the trainer.
Flag	The event location. Set on the map in planning, or by a planted flag and an Anchor press on scene.
Anchor	The spot every other point is measured from. It moves when the flag moves.
Point	A named place with a job: Command, Triage, Staging, Reunification, or one you add.
Ring	A distance band around the flag with a rule, such as the blocking ring.
Time rule	Routes a unit by how long it will take to arrive.
Assignment	The one instruction a responder's phone shows: where to go and what to do.
Drill	One run of the plan: tabletop, field drill, or a live event.

Three rules that never change

- 1. Assign the place, not the person.** Locations and rules are set ahead of time. Whoever arrives first takes the action, so the plan survives shift changes and turnover.
- 2. Whoever holds the flag and the Anchor can re-anchor.** Move the flag, press the Anchor, and every point moves with it.
- 3. Every responder seat is free, forever.** Sheriff, police, fire, volunteer fire, EMS and dispatch.

Build the plan

You work in the Plan builder screen in SightDesk. It shows the map, the flag, the points around it, the rings, and a rule panel for whatever you select.

- 1 Start a new plan.** Choose the site (school, church, business or area), name the scenario, and list the agencies taking part.
- 2 Plant the flag.** Drop the flag on the map at the site. This sets the anchor that every other point is measured from.
- 3 Place the four points.** A new plan opens with Command, Triage, Staging and Reunification around the flag. Drag each one to where it belongs.
- 4 Give each point its identity.** Name, callsign, color, icon, and the number of the physical flag from the bag that will stand there.
- 5 Set each point's rule.** Which disciplines it takes, how many units it holds, and the one-line instruction an arriving unit sees, for example "Go to Staging, Lot B."
- 6 Choose relative or fixed.** A relative point keeps its distance and direction from the flag and moves when the flag moves. A fixed point stays put, such as a reunification site at a church across town.
- 7 Add your own points.** Blocking points, a landing zone, a media point. Each one takes the same fields as the first four.

Usual setting

Command, Triage and Staging relative, so they follow the flag. Reunification fixed, so families always go to the same place.

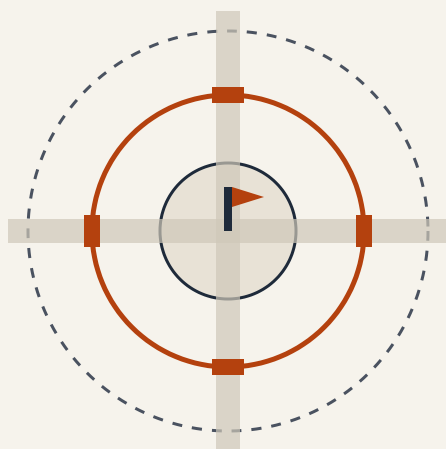
Flag numbers matter

Matching each point to a numbered flag tells the person pulling flags from the bag which one goes where.

No names go on a point. The plan assigns places and rules; whoever arrives first takes the action.

Rings and time rules

Rings decide what a unit does by how close it is to the flag. Time rules decide where it goes by how long it will take to get there. Together they send arriving units where they are useful without anyone directing them by radio.



Scene	Only units the plan assigns to the scene go in.
Blocking	The first unit to cross it on each approach road gets "Stop and hold this road." That road is then filled, and the next unit on it is routed on.
Perimeter	Units entering it get their assignment refreshed and a route to their point.

Steps

- 1 Set the radius of each ring** for this site. Rural roads and city blocks need different distances.
- 2 Confirm the blocking points.** SightDesk finds where each approach road crosses the blocking ring. You check them; you do not draw them.
- 3 Set the time rule.** Pick the threshold, the disciplines it covers, and the order of destinations when a point fills up.

How the time rule routes a unit

Under the threshold: the unit follows the plan, to the scene, a blocking point, or a point in the circle.

Over the threshold: the unit is never sent to the scene. It goes to Triage, Staging or Reunification by discipline and by which point still has room.

Point full: the next unit goes to the next destination in the order you set.

The threshold is 60 minutes unless you change it for this plan.

Roster, drills and after-action

A plan moves through six statuses

Planned Flag, points, rings and rules drafted.	Agreed Agencies and school sign off in the tabletop. Version locked.	Configured Built in SightDesk; every agency has registered responders.	Exercised Run at least once in drill mode.	After-action Report out, items open, plan revised.	Operational Items closed. Ready for a live Flare at this site.
--	--	--	--	--	--

Roster

Shows each agency in the plan, its registered responders, how many have the app and how many have been in a drill. Send invitations through each agency's own authority. A responder who installs the app before the drill is in the plan from then on.

Drill console

Start and end the drill here. Every screen and message carries a DRILL banner.

Tabletop: you run the plan on the map with simulated units around a table. No phones wake.

Field drill: real phones wake, with real positions, routes and acknowledgements.

Inject events during a field drill: move the flag, add a unit 60 minutes out, close a road, fill a point to capacity.

After-action

When the drill ends, the report goes to your agency's Dropbox: the timeline, every assignment and acknowledgement, time to fill each point and blocking road, and any unit that went somewhere the plan did not send it. Review, assign and close each item, then save the revised plan as a new version.

Readiness

Shows the plan's status, when it was last exercised, and coverage gaps, such as no fire units registered. Use it to decide when the plan goes Operational and when to drill again.

Run the tabletop first. It is where the agencies and the school agree on the plan, and nothing is real until they do.

Your school's part

A. Set up your school's zone in SightDesk

- 1 Find your campus.** Type the address in the address bar to jump the map there. Allow location if SightDesk asks.
- 2 Right-click the map and choose "Add Gathered Safe Zone."** Drag the edges to fit the campus, or drag the center to move it. Zones can sit inside a larger one, so a district zone can hold every campus.
- 3 Right-click the zone and choose "Update Selected Gathered Safe Zone."** Give it a clear name. That name shows during every alarm.
- 4 Add contacts.** Incident and security contacts get the alerts for this zone. Maintenance contacts get device problems such as low battery or power loss.
- 5 Set the zone's options.** Decide whether people in the zone can use the Active Shooter slider in the app, and whether their personal contacts are notified, with a delay in seconds so responders hear first.

The geofence list shows every zone you have made. Select one to jump to it.

B. Bring these to the planning session

The campus layout: buildings, entrances, parking lots, and the roads that lead in.

Your reunification site and who runs it. It is usually a fixed point that does not move with the flag.

The people who can sign off. The plan is Agreed only when the school and the agencies approve it in the tabletop.

Where the CommandGoBag lives, so the plan says who brings it and how fast.

In the field

Plant the flag

- 1 Pull the numbered flag** the plan gives that point. Command goes first.
- 2 Plant it** where it can be seen over vehicles and crowds.
- 3 Press the Anchor** standing at the flag. The point goes live at its true location on every responder's map and in SightDesk.

A Flare from a room can also set the flag: the room's location becomes the event location.

WHAT THE RESPONDER'S PHONE SHOWS

Stop and hold Elm Street at 5th.

One map, one route

ACKNOWLEDGE

Responders: what to expect

The app sleeps until a drill or an event in your agency's area. Then it shows one instruction, one map, one route and one button: Acknowledge. Press it.

If the plan changes, a new instruction arrives with an alert tone, marked RE-ANCHORED or NEW ASSIGNMENT. Acknowledge it again.

There is no sign-in. Your location is shared only while the app is awake, and only until the drill or event closes.

When command has to move: re-anchor

- 1. Move the flag and press the Anchor.** Whoever holds the flag and the Anchor can do this.
- 2. The plan moves with it.** Relative points shift with the flag, fixed points stay, the rings redraw, and blocking points move to the new road crossings.
- 3. Every awake unit gets a RE-ANCHORED assignment** with a new route, and must acknowledge it.
- 4. Command checks the map.** If a point lands somewhere unusable, such as water or a highway, drag it by hand in SightDesk.

Every re-anchor is logged: old and new position, who pressed, when, and how many units acknowledged.

Quick card

Plan	Plant the flag on the SightDesk map. Place Command, Triage, Staging, Reunification. Set each rule, ring and time rule.
Agree	Tabletop with the agencies and the school. Sign off. The version locks.
Drill	Field drill with real phones. Inject events. Close the after-action items. Go Operational.
Plant	Pull the numbered flag. Plant it. Press the Anchor. The point goes live on every map.
Acknowledge	Read the one instruction on your screen. Press Acknowledge. Do it.
Move	Command has to move? Move the flag, press the Anchor. Every point and every unit follows.

Get help

Book a SightDesk planning session:

calendly.com/schoolsafety-portnexus

Training manuals for MyFlare, SightDesk and Sentinel:

cloud1.mobileassociate.com/PortNexus/myflare_instructions/library.html

Who to call

Steve Jones, Port Nexus Corporation

MyFlare Alert and SightDesk
schoolsafety@portnexus.com · 954-744-1475

Laurie Elkins, Port Nexus Corporation

CommandGoBag kits, planning sessions and training
schoolsafety@portnexus.com

Andrew Wildrix, INTRUSION

Cybersecurity and the Sentinel network
andrew.wildrix@intrusion.com · 817-291-9440

Protection follows the person.

Rules follow the environment.

Situational awareness follows the event.

Every seat that touches it is free to law enforcement, forever.