

Patrol Readiness Checklist

Patrol Orientation

Yes	No	NA	Item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Talking points email for Patrol Director – includes free lifetime subscription link
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Talking points email for Patrol Staff – includes free lifetime subscription link
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guest Interaction Cards for Patrollers (What is AirFlare – Where to get more info) have been delivered to patrollers.

Dispatcher Readiness

Yes	No	NA	Item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Web Console URL bookmarked to dispatch computer(s) web browser(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of AirFlare Quick Start for Dispatcher and AirFlare Web Console User Guide are known by dispatch staff. (https://airflare.com/sar/ → Scroll down to AirFlare Tutorials)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dispatch staff identified and a training plan created for each – ready for go-live
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dispatcher Desk References are placed at dispatch station(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dispatch train-the-trainer model in place. Trainer(s) are identified and confident they can onboard new staff to dispatch
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each dispatcher has their own login to Web Console. (I.e. has Field Console on their phone and can generate their own password OR has access to a shared password).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Patrol / Dispatch Supervisors have Field Console on their phone and are able to generate a new password for Web Console. (In case a dispatcher is not able to log in to Web Console his or herself. I.e. there should never be a time where a supervisor is not on site with ability to generate a Web Console password).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each dispatcher has completed a mock exercise with Denis either remotely or in person.

Field Patroller Readiness

Yes	No	NA	Item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Patrol personnel (dispatch and/or field) responsible for Detector configuration (aka “Detector Operators”) identified and a training plan created for each – ready for go-live
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Patrol has adequate number of Detectors, and they are located in a place where they can be maintained and easily deployed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detectors are on a maintenance plan. (May be as simple as Denis sending periodic emails re: new software updates and a reminder to charge battery).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detector operator train-the-trainer model in place. Trainer(s) are identified and confident they can onboard new staff to configure, deploy and operate a Detector in the field.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of AirFlare Quick Start for Field Personnel and AirFlare Field Console and Detector User Guide are known by personnel responsible for Detector operation and maintenance. (https://airflare.com/sar/ → Scroll down to AirFlare Tutorials)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copies Detector Field Card – Full Size of are located where Detectors are stored.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each Detector Operator has completed a mock exercise with Denis either remotely or in person.

Communications Protocols

Yes	No	NA	Item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Primary Patrol POC(s) defined – Who Denis communicates with re: <ol style="list-style-type: none"> 1. General status, action items, enhancements, etc. 2. Issues and questions related to Dispatch 3. Issues and questions related to Detector operation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communications protocols from patrol to AirFlare team defined. (E.g. whether all staff can call for support or if issues and questions should be routed through a POC).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contact information (phone, email, and preferred method for communication) for all POCs is known and documented in Patrol Plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Patrol Plan is up to date, reviewed and deemed ready for go-live.