**GUIDELINES**

**SET UP**
- Save the Beacon number in your phone as a contact - (917) 765-7524
- Assign it a unique Ringtone and Vibration so you always know when a message is coming from Beacon
- Always send Beacon replies to that phone number

**LOGIN / LOGOUT**
- You can log in or log out at any time
- Logged in = Available to receive alerts
- Logged out = Unavailable to receive alerts

**INCIDENT RESPONSE**
- Reply to Incidents only when prompted
- Don’t send words: Beacon only understands numbers
- Send your reply once; if there’s a delay in receiving the next message check your mobile signal
- You can get multiple alerts for different incidents at the same time, but you can only be assigned to one at a time
- The most complicated reply you’ll have to send is the first one which requires 6-7 digits; all other replies will consist of “1” or “0”
- If you reply to Message 1 with a long ETA, you may be told to standby – be patient and don’t send more messages
- Reply to Message 2 when you arrive at the Location
- Don’t worry about Message 3; just send “0” (this is for EMS response only)
- Reply to Message 4 when you are completely finished with the Incident/Task
- Until you receive Message 5, you are still Assigned to the Incident/Task

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<table>
<thead>
<tr>
<th>MESSAGE 1: ALERT</th>
<th>ALERT ***</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID #</td>
<td>15167</td>
</tr>
<tr>
<td>Incident Type</td>
<td>Non-Urgent-Other-Welfare Check</td>
</tr>
<tr>
<td>Incident Address</td>
<td>625 Fairfield Ave, Bridgeport, CT 06604</td>
</tr>
<tr>
<td>Incident Description</td>
<td>Welfare check for Ms. Betty Thompson</td>
</tr>
<tr>
<td>Reply Prompt</td>
<td>Responding?: Yes: 15167.MINS</td>
</tr>
</tbody>
</table>

**MESSAGE 2: PROCEED TO LOCATION**
- ID: 15167
- Proceed to location: 625 Fairfield Ave, Bridgeport, CT 06604
- Welfare check for Ms. Betty Thompson
- Confirm arrival on-scene:
  - Yes
  - Unable To Locate: 2

**MESSAGE 3: Please disregard these. Just send “0”**
- Additional resources needed?
  - Count: VEHICLES
  - No: 0

**MESSAGE 4: COMPLETE INCIDENT**
- When the incident is complete and you are ready to receive new incident alerts, send 0 to Beacon

**MESSAGE 5: RESPONSE TIMES SUMMARY**
- Incident complete. You are now available.
- Times:
  - Response: 17:34:03.2
  - Proceed: 17:34:27.4
  - Arrival: 17:35:25.3
  - Available: 17:35:43.7

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**LOGIN / LOGOUT**

**LOGIN 1 Reply**
- “Confirm your transport”
  - Login by Victor Voluntario
  - Please confirm Response Vehicle:
    - No vehicle: 1
    - Non-transport vehicle: 2
    - Transport vehicle: 3
    - Car: 4
    - Fire truck: 5
    - Tow truck: 6
    - Watercraft: 7
  - 123 = “I’m ready to receive alerts”

**LOGIN 2 Reply**
- Transportation mode set to ‘Car’.
  - Text 456 to log out.

**LOGOUT**
- Logged out. Text 123 to log in.

**LOGOUT Reply**
- “You’re all set”

**RESIDENT**

**LOGIN 1**
- 123 = “I’m ready to receive alerts”

**LOGIN 2**
- 4 = “I will respond by car”

**LOGOUT**
- 456 = “I’m unavailable to respond to alerts for now”

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**MESSAGE 1 Reply**
- Includes two parts:
  - ID#
  - Your ETA in Mins
  - 15167 = ID#
  - 4 = ETA of 4 mins
  - Don’t forget! Separate the ID and ETA with “.”

**MESSAGE 2 Reply**
- 1 = Yes, I’m on-scene
  - 2 = No, I can’t find the location. Please send more info
  - 3 = Cancel, I’m no longer needed / unable to continue

**MESSAGE 3 Reply**
- Just send “0”

**MESSAGE 4 Reply**
- 0 = “I’m finished with this task”

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