Quick Start Guide for SafetyAware

The SafetyAware solution is designed to keep lone and at-risk workers like you safe and in communication with response agents. The SafetyAware Mobile Smartphone App is a key component of the solution, and allows you to check-in, request assistance, set hazard timers and send an SOS in-case of emergency. The Bivy Stick extends your connectivity beyond the boundaries of cellular and wifi, allowing you to use SafetyAware anywhere in the world.

Table of Contents

Getting Started – Set your password

The first step to getting started is to set your password. You will have received a welcome email from noreply@aware360.com with a reset password link. If you do not see the email please check your junk or spam folder.

Note: the link in the email will be active for 30 days, if you need it to be re-sent please contact your system administrator. Internet Explorer and Microsoft Edge browsers cannot be used to set your password.
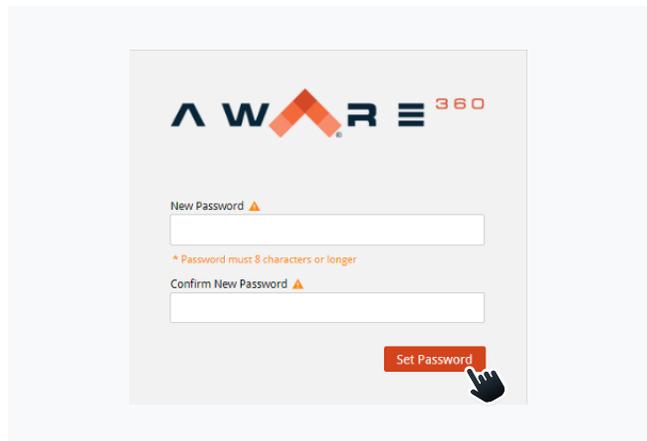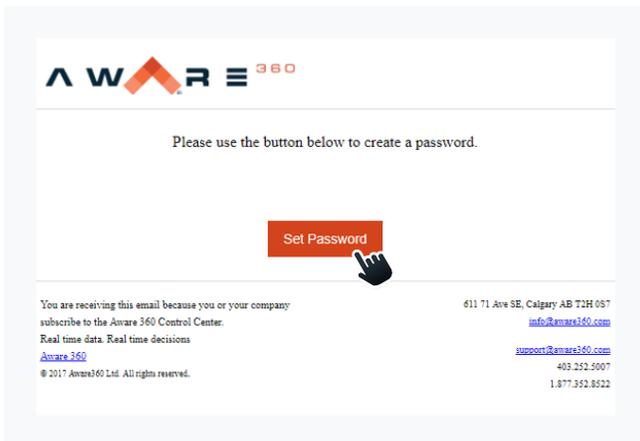
Next, enter your email address and the password you would like to use, and press 'Set Password' to continue.

Note: The password you enter MUST be at least 8 characters or more.

Install the SafetyAware Mobile Smartphone App

Prior to downloading the SafetyAware App, please ensure your mobile device is updated with the latest software version. To check your mobile phone Android OS version, you can navigate to settings > system > about phone (This may vary based on your phone manufacturer type).

Next, go to the Google Play App on your Android device and search "Aware360". Click the SafetyAware App with the ⊙ icon and then press 'install'.
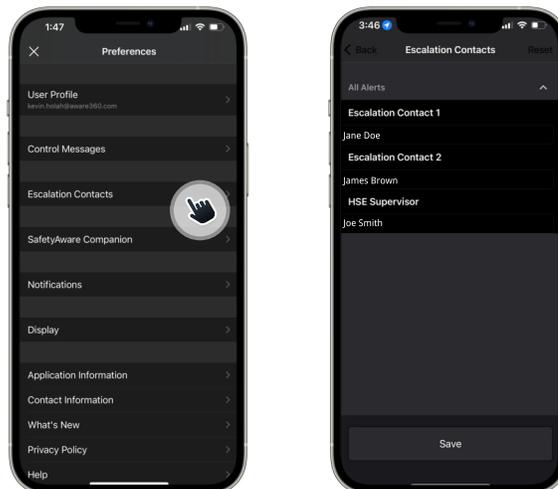
Login to the App

Open the SafetyAware App by selecting the ⊙ icon on your device's home screen. Enter your email and password that you created, and select 'LOGIN'.
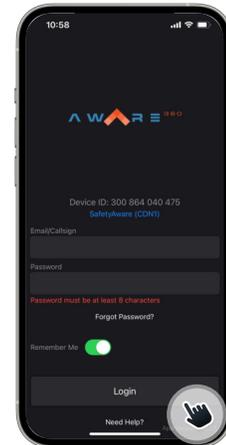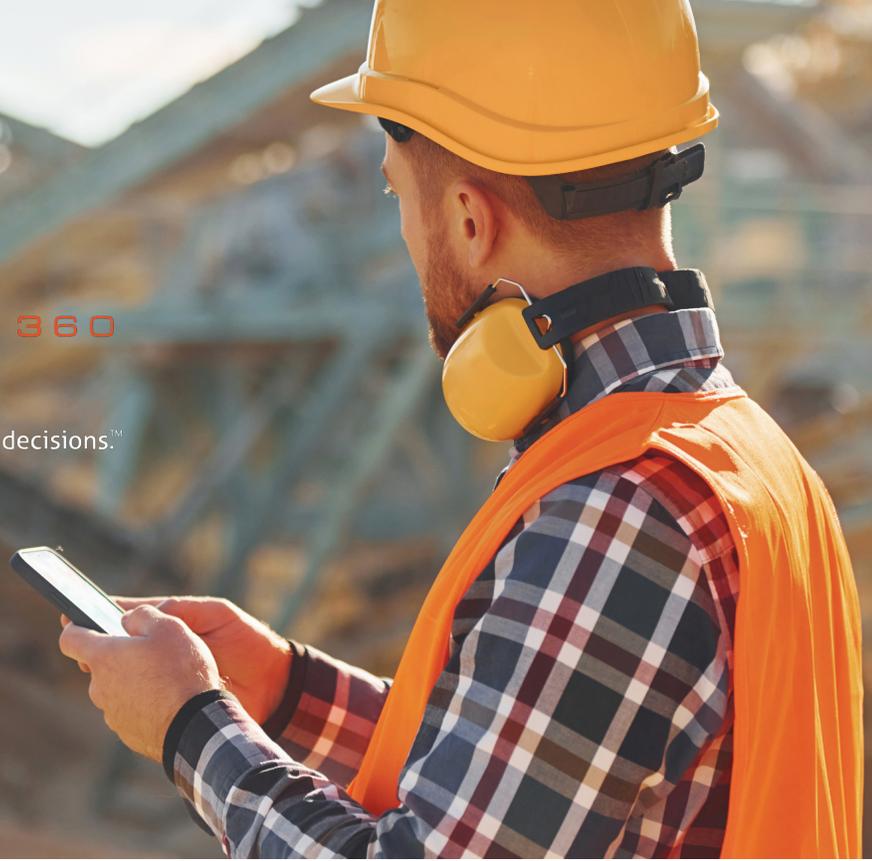
Confirm Escalation Contacts

Navigate to settings, then to 'Escalation Contacts' to confirm your primary and secondary contacts.

GPS status (crossed out means not connected)

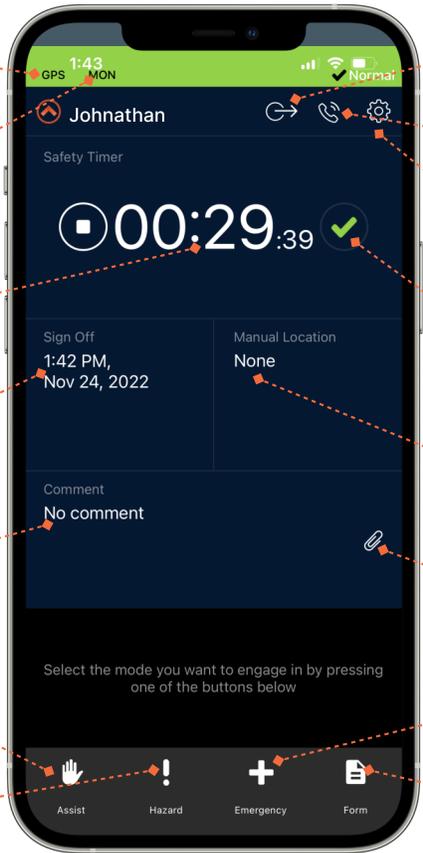Monitor status (crossed out means not monitored)

Safety timer, how long until you must check-in

This is your end of shift time, set when you sign-on

Press to add information for the response center

Press to request non-emergency assistance.

Press to set a hazard timer

Sign on or off from your shift.

Call your real time response center

Adjust preferences or settings

Press to check-in and reset your safety timer

Manual Location, press to update your location if your don't have GPS

Select to attach a photo or file.

Press to send an emergency SOS

Forms – this is an optional service to access digital forms

Phone screen content:

1:43 MON
GPS • MON
Normal

Johnathan

Safety Timer

⏹ 00:29 :39 ✓

Sign Off
1:42 PM,
Nov 24, 2022

Manual Location
None

Comment
No comment

Select the mode you want to engage in by pressing one of the buttons below

Assist   Hazard   Emergency   Form

Starting Your Day (Shift)
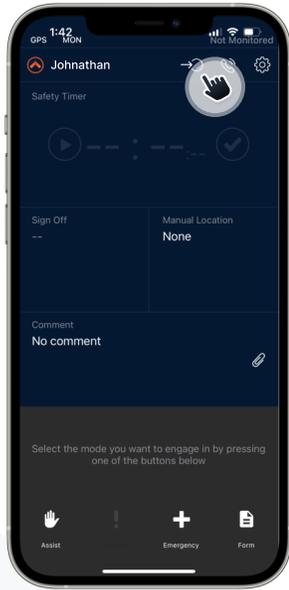
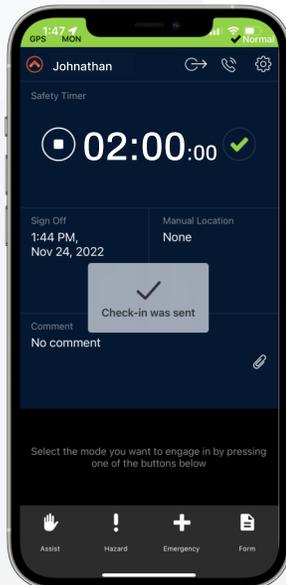**After logging into the app, select the** [→◯] **to start your shift and begin safety monitoring.**
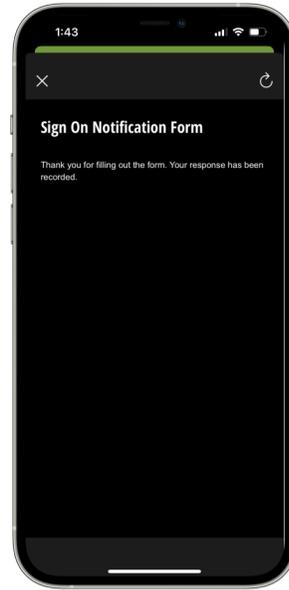
Enter the time you expect to finish your shift and then press SIGN ON.

Checking-In (Safety Timer)

After you sign on, your Safety Timer will begin to count down. Press [✓] **the to check-in and reset your timer.**

Signing on to your shift and regularly checking in tells your monitor that you are at work and remaining safe. Check-in timers typically need to be reset every 2 hours; missing a check-in will prompt your escalation plan to begin.

While driving, your timer will automatically be shortened, and you will be checked-in automatically. This prevents the need to check-in while driving - just make sure to check-in after driving to reset your timer to normal.

Driving Timer
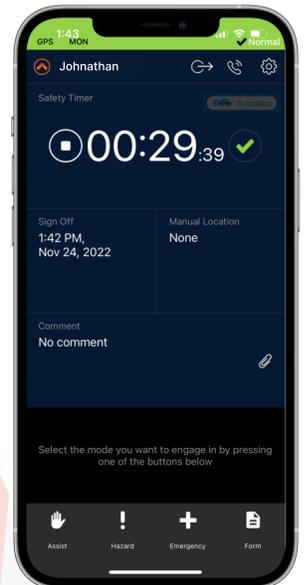
Send an SOS (Emergency Alert)
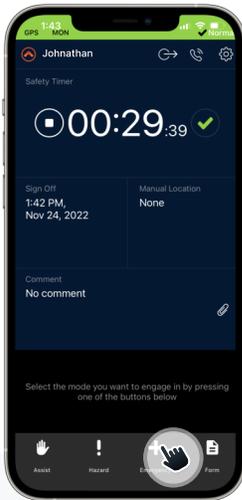
To send an SOS alert for immediate help press the [+] **button. This will send an alert in 20 sec.**

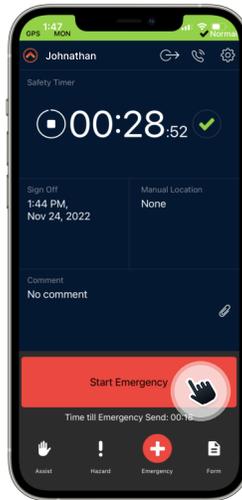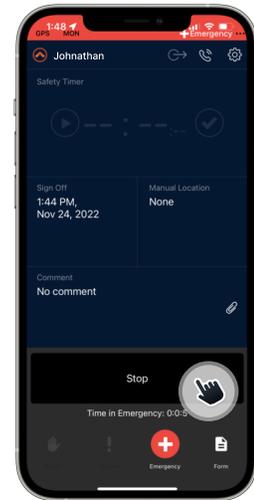**To override the 20 second delay press START EMERGENCY. This will also start a phone call to your response center.**

To cancel the SOS alert press STOP. You will be asked if you are sure, press YES.

You should send an SOS any time you need emergency response. Initiating an SOS alerts the monitor of your location and condition so that help can be provided.

Assistance requests are for non-emergency support. Initiate assistance if you need non-immediate help, and your monitor will take appropriate measures.

Request Assistance (Non-Emergency)
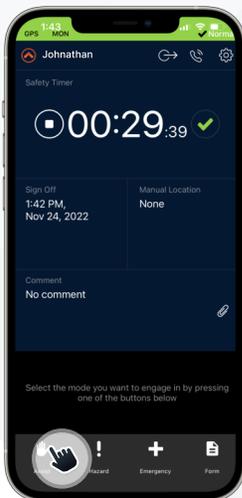
To send an request for assistance, press the [✋] **button. You must then enter a comment.**
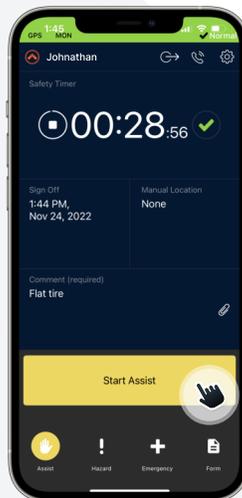
Press the comment field and enter info about why you need assistance, then press START ASSIST.

To cancel the assist alert press CANCEL. You will be asked if you are sure, press YES.

Set a Hazard Timer
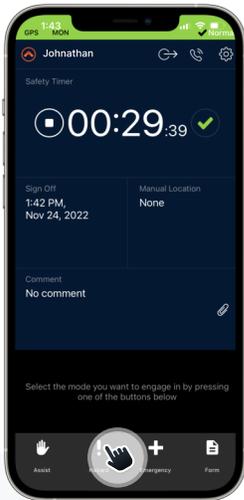
When entering a hazardous environment press ⚠ to start a hazard timer. You must enter a comment first.
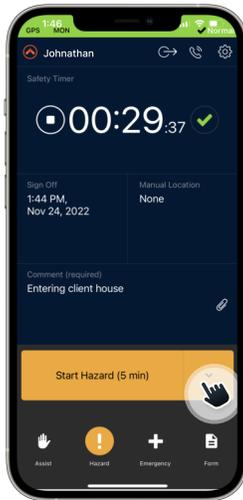
Next, select the length of time with the drop down arrow and press START HAZARD.
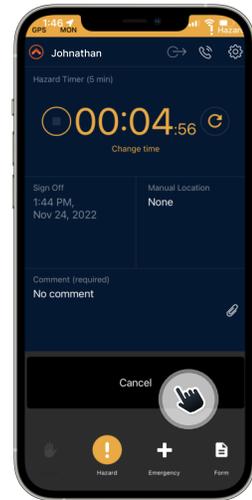
To cancel the Hazard Timer alert press CANCEL. You will be asked if you are sure, press YES.

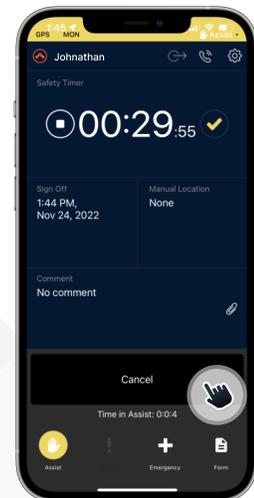Hazard timers should be used whenever your job duties elevate your risk level. Initiating a hazard will shorten your safety timer and let your monitor know of your situation

Sending attachments such as photos and files can help provide context to your monitor regarding your location or condition. Your supervisor may also request periodic updates using this tool.

Send Attachments (Photos & Files)

To send a photo or PDF file press 📎 the button.
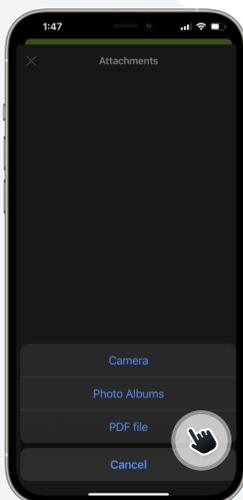
Next, select which type of file you would like to send.

After selecting your file, press the return arrow to send it.

If you are using a Bivy Stick with SafetyAware, follow these instructions to ensure seamless connectivity, no matter where your workday takes you

Use of SafetyAware with the Bivy Stick

Use of the Bivy Stick satellite communicator with the SafetyAware App will turn your mobile phone into a satellite communicator, allowing you almost full use of SafetyAware services whether you are in cellular coverage or in areas with no cell phone connectivity.

There are two primary use cases for the Bivy Stick: integrated with the SafetyAware App for SafetyAware services, or with the Bivy App for two-way communication. Instructions for these two use cases, and how to transition between them, are described below.

Getting Started

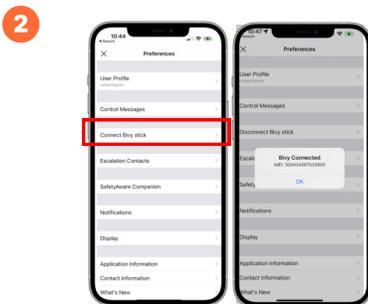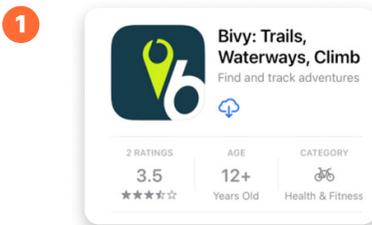Before you leave cellular connectivity areas, and enter regions where satellite communicators are necessary, make sure your Bivy Stick and smartphone are both charged.

SafetyAware Integration

1. To use the SafetyAware App with the Bivy stick, first ensure that you have downloaded the most recent version of both the SafetyAware and Bivy Apps from the App store.

2. Once you have downloaded the Bivy App, create an account, as this will be needed in future for any firmware updates. Connect your device to the Bivy App using the 'Connect' button. Navigate to 'Settings' then 'Bivy Stick Firmware'; update firmware if prompted, then disconnect your Bivy Stick using the 'Disconnect' button in settings.

3. Login to the SafetyAware App with either your username and password, or your assigned call sign.   This step must be performed with network connectivity (either cellular or WiFi).

4. Turn on the Bivy Stick by pressing the "Power" button ⏻ . This is the lowest button on the side of the Bivy Stick. A light beside the Power Button should illuminate, indicating the battery level: Green for 50-100% battery, Yellow for 20-50%, and Red for less than 20%. Charge the Bivy Stick as required with the supplied USB-C charging cable, connected to either a mobile phone USB-A charger or 12V car charger.the Power button on the Bivy Stick, then try to connect with the App again.

1

2

4

When Signed On, blue LED will flash

Long push to Sign-On or Sign-Off

Short push to Check-In

Power button

Carabiner loop

Dedicated SOS button

USB-C charging

5. On the SafetyAware App, open the "Preferences" menu by pressing the ⚙ icon, and select "Connect Bivy Stick". This will search for a nearby Bivy Stick, and connect to it using Bluetooth. You may be asked to allow the App to access Bluetooth services on your mobile device. Please grant this access when prompted. This step must be performed once while within network coverage, as communication with the SafetyAware platform will occur to assign the Bivy Stick to your SafetyAware user account.

   Upon successful connection to the Bivy Stick, the SafetyAware App will display the following message: .
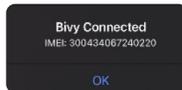

   If the connection is not successful, you may be prompted to briefly first press the Power button on the Bivy Stick, then try to connect with the App again.

6. Disconnect from the Bivy Stick by opening the "Preferences" menu again and select "Disconnect Bivy Stick".

7. The SafetyAware App is now ready to use. If you have cellular or WiFi connectivity, the MON icon in the upper left corner of the App will be displayed, and a direct network connection will be used to communicate. If you lose cellular connectivity, the MON icon will be crossed out: MON. The App will automatically connect to the Bivy stick, and a BIVY icon will be displayed.

8. Almost all SafetyAware functions are supported through either cellular or satellite networks, other than "Login", photo sharing or other file attachments within "Comments" and voice calls. Note that when connected to the Bivy stick, functions that are normally immediate may take several minutes to perform.   This time depends on satellite signal strength. The "Signal" light at the top of the Bivy Stick indicates signal strength, with a green light indicating strong signal, yellow medium signal, and red no signal.   To maximize the signal strength, ensure that the Bivy stick has a clear line of site to the sky. Generally, only one or two Iridium satellites will be available for communication, and they may be in any direction in the sky.   If you are interested in learning more about the Iridium satellite constellation, for a real-time display of the location of these satellites visit https://iridiumwhere.com/.
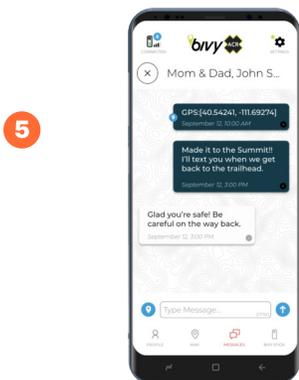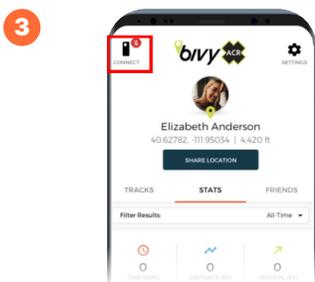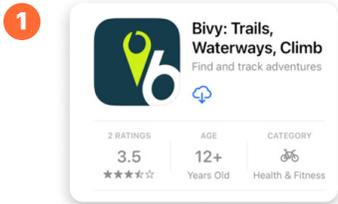
Use of the Bivy App for Two-Way Communication

Each Bivy Stick is assigned a North American phone number that can be used for two-way SMS and E-mail communication with any contact. This communication is performed through the Bivy App. While signed in to SafetyAware, you may have a need to communicate with other co-workers or contacts using this service. To use the Bivy App with the Bivy Stick perform the following steps.

1. Download the Bivy App from the App store. You will be prompted to create a user account and sign in. Note that this Bivy user account is entirely independent from your SafetyAware account. You may use the same username and password for both.

2. Disconnect the SafetyAware App from the Bivy Stick via the "Preferences" menu as described above. Note that if you are signed-on to SafetyAware, and do not have cellular coverage, your location will no longer be automatically reported, as location reporting was being sent from the SafetyAware App through the Bivy Stick.

3. Connect the Bivy App to the Bivy Stick by pressing the "Connect" icon in the upper left corner:

   It should change to show the connected status:

   Note that if this is not successful, you may be prompted to press the Power button. Also ensure that the Bivy Stick is disconnected from the SafetyAware App as described above.

4. To maintain location reporting, turn on the Bivy Stick "Tracking" mode. This is performed by pushing and holding the "Check-In" button on the Bivy Stick ✅ until the Status light flashes blue. The flashing blue LED indicates that the Bivy Stick is periodically sharing your location. The location reporting interval may be changed within the Bivy App by pressing the "Stick" button 📱 STICK and selecting the "Tracking Interval" at the bottom of the page. Note that if you are not currently "Signed-On" to SafetyAware, this action will also sign you on and start your configured Safety and Shift timers.

5. You now may send and receive messages through the Bivy App. The SMS phone number assigned to the Bivy Stick to receive messages is shown near the bottom of the "Stick" menu page. Select the "Messages" icon at the bottom of the Bivy App to show received messages. Compose new messages by pressing the "Compose" button on the top right 🖊 . Check for new incoming messages by pressing the "Mailbox Check" button 📧 .

Long push to Sign-On or Sign-Off

Short push to Check-In

7
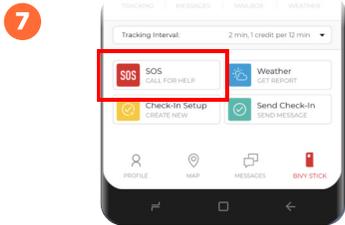
6. The SafetyAware App may be disconnected, but any active SafetyAware session will persist.   If configured, your Bivy Stick can receive reminders to check-in via an SMS message sent to your Bivy Stick number. You may check-in without the SafetyAware App by briefly pressing the "Check-In" button on the Bivy Stick. This will report your location from the Bivy stick, and reset any currently running Safety Timer.

7. While the SafetyAware App is disconnected, you may raise an SOS alert either through the Bivy App, or on the Bivy Stick directly.

   To raise an SOS alert on the Bivy App, select the "Stick" icon,

   and press "SOS Call for Help."

   To raise an SOS from the Bivy Stick directly, open the red cover over the SOS button on the bottom of the Bivy Stick and press and hold the SOS button for five seconds, until the "Status" LED lights red. Repeat to cancel the SOS.

8

Long push to Sign-On or Sign-Off

Short push to Check-In

8. When finished, you may "Sign-Off" from SafetyAware by pressing and holding the "Check-In" button again until the blue LED light flashes.   This will both sign you off from SafetyAware, and stop location reporting from the Bivy Stick. It is important that you remember to do this, as location reporting can consume a significant amount of satellite data.

9

9. Disconnect the Bivy App from the Bivy Stick by pressing the "Settings" icon   and selecting the "Disconnect" button.

10. To resume a session with the SafetyAware App, open SafetyAware, and connect to the Bivy Stick as described in the first section above. You will need to "Sign-On" to initiate a new session if you have "Signed Off" directly on the Bivy Stick as described in Step 7 above.