

The Massey App

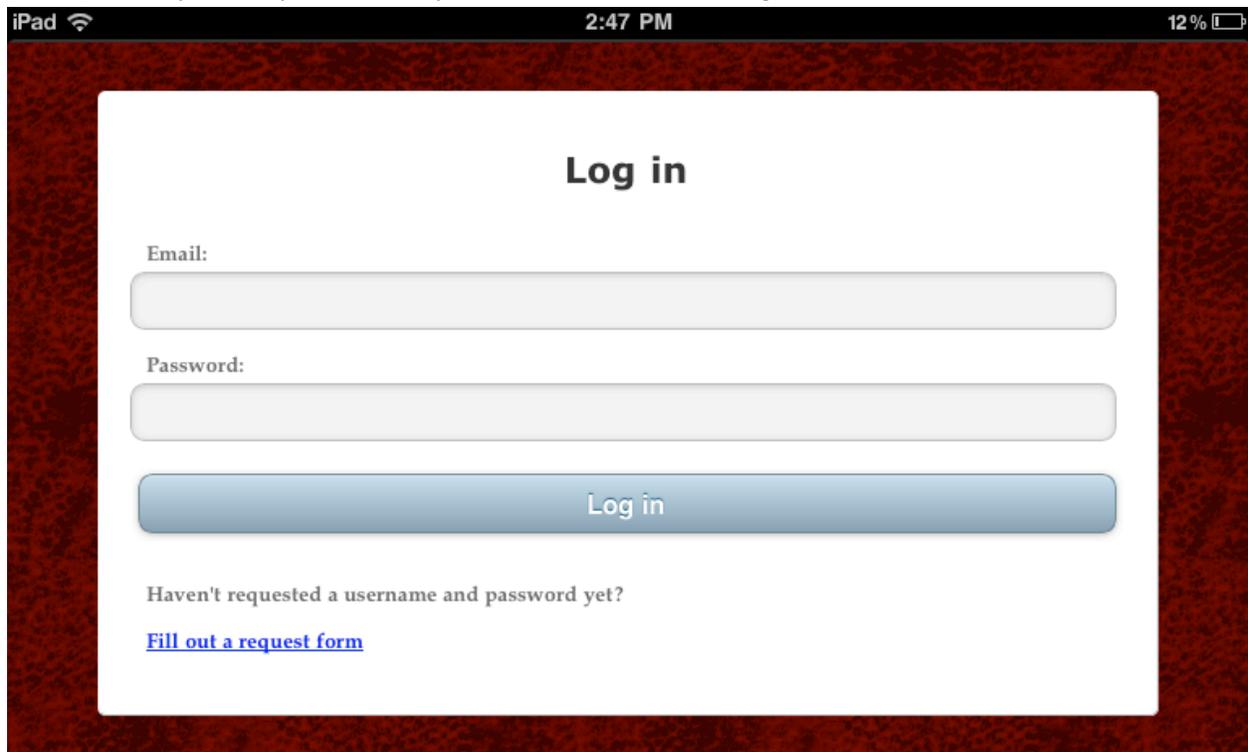
Quick Start Guide

Thank you for purchasing a subscription to the Massey App! This mobile disaster and emergency management system benefits the commercial real estate market, federal/state/local government real estate, and multiple critical infrastructure sectors. Featuring contingency plans, a contact list, hazardous materials inventory, evacuation routes, and more, the Massey App allows for greater functionality, versatility, and mobility for your building.

Let's get started!

Setting Up

The first time you launch the Massey App, you will be presented with the End User License Agreement (EULA). Once you accept the EULA, you will be taken to the "Log in" form.



The screenshot shows the iPad interface with the following elements:

- Top status bar: iPad, 2:47 PM, 12% battery.
- Background: Dark red, textured pattern.
- Form container: White rounded rectangle.
- Title: "Log in" in bold black text.
- Fields: "Email:" and "Password:" labels above two light gray input boxes.
- Button: A blue "Log in" button.
- Text: "Haven't requested a username and password yet?" followed by a blue link: [Fill out a request form](#).

Building Manager

iPad 3:29 PM 100%

Log in

Email:
jdoe@gmail.com

Password:
●●●●●●●●

Log in

Haven't requested a username and password yet?
[Fill out a request form](#)

If you're the Building Manager—the person who owns or manages the subscription—enter your email address and the password you were given by MEI. Once you click the “Log in” button, the app will begin loading articles, building information, and your Massey Pre-Plan, if one protects your building. This download process may take a few minutes, but only happens once, as part of the installation.

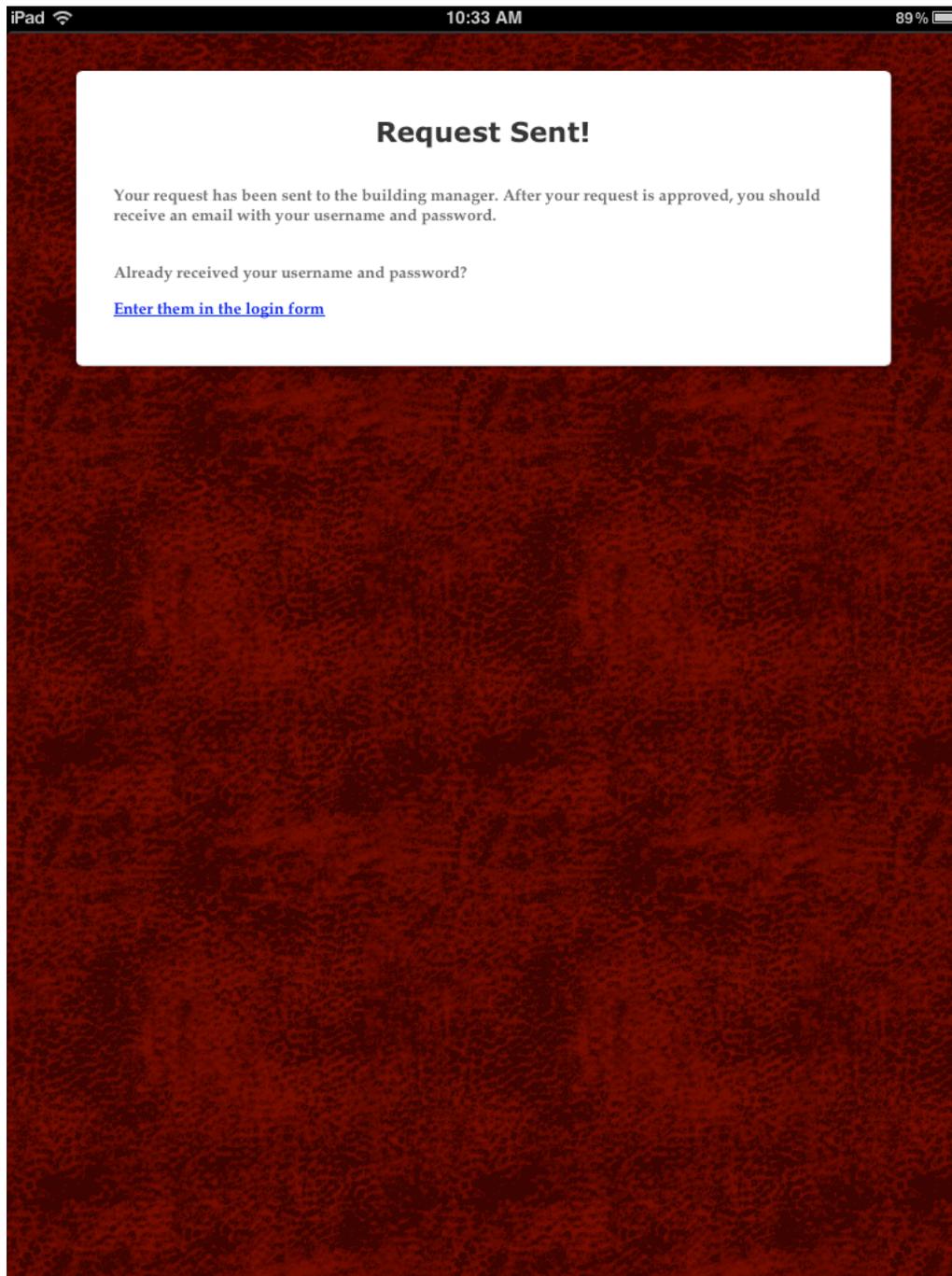
All other users, when initially presented with this screen, should click the “Fill out a request form” hyperlink at the bottom of the form.

When presented with the “Request a Username & Password” form, you must fill in all fields to proceed.

- Request Email: The email address of the person who manages or owns the subscription.
- First Name: Your first name.
- Last Name: Your last name.
- Phone Number: Your mobile phone number, text capable, for receiving emergency messages.
- Email Address: Your email address. This will be your log-in username; your password will be provided by the Building Manager.

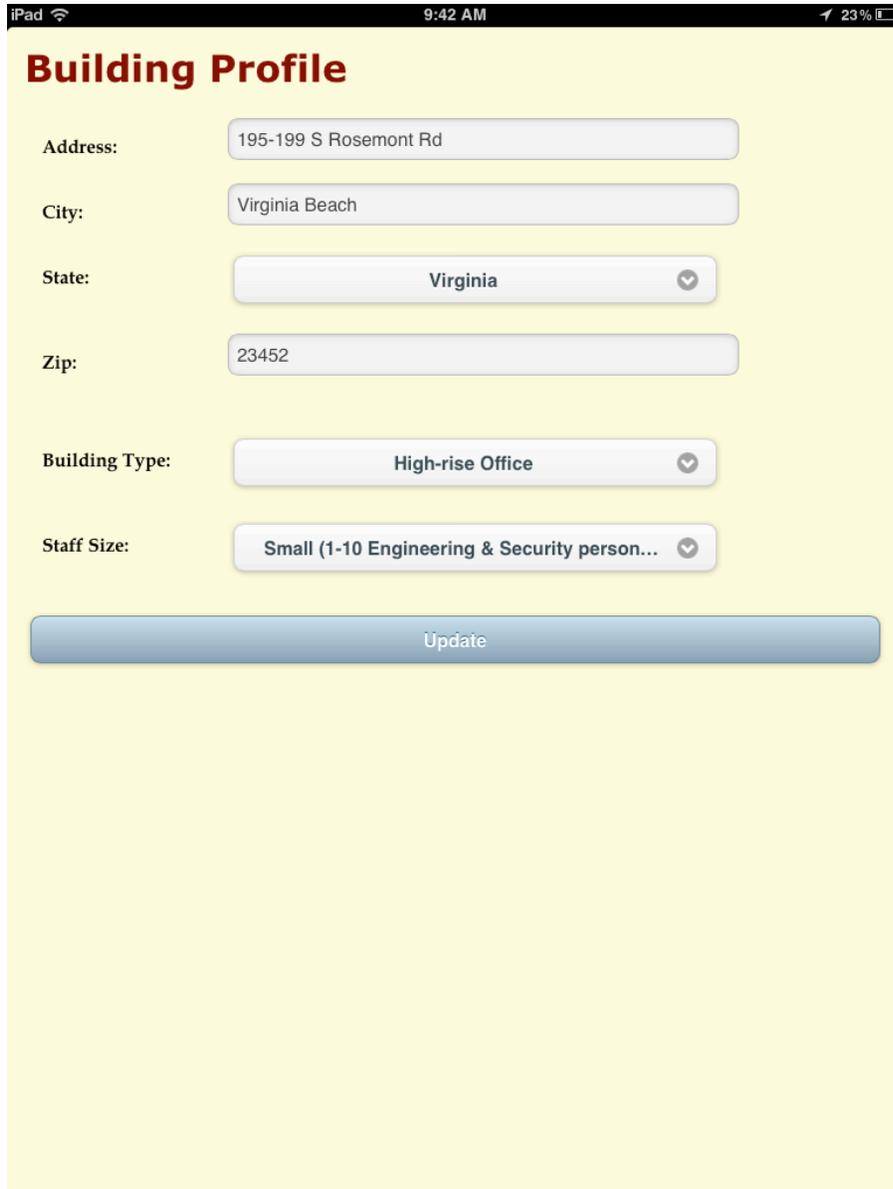
The screenshot shows an iPad interface with a dark red textured background. At the top, the status bar displays 'iPad', a Wi-Fi signal icon, the time '10:28 AM', and a battery level of '84%'. The main content is a white rectangular form titled 'Request a Username & Password' in bold black text. Below the title are five input fields, each with a label above it: 'Request Email (manager or owner of subscription)', 'First Name:', 'Last Name:', 'Phone Number:', and 'Email Address:'. Each field is a light gray rounded rectangle. Below the input fields is a blue button with the text 'Send Request' in white. At the bottom of the form, there is a link that reads 'Already have a username and password?' followed by '[Back to the login form](#)' in blue text.

Once you have sent your request to the Building Manager, you will receive a confirmation message.



First Log-In

Building Managers, you will be presented with a “Building Profile” screen used to set up basic subscription information. If you are not a Building Manager, you will not be presented with this screen.



The screenshot shows the 'Building Profile' form on an iPad. The status bar at the top indicates 'iPad', signal strength, '9:42 AM', and '23%' battery. The form has a yellow background and a red title 'Building Profile'. It contains the following fields:

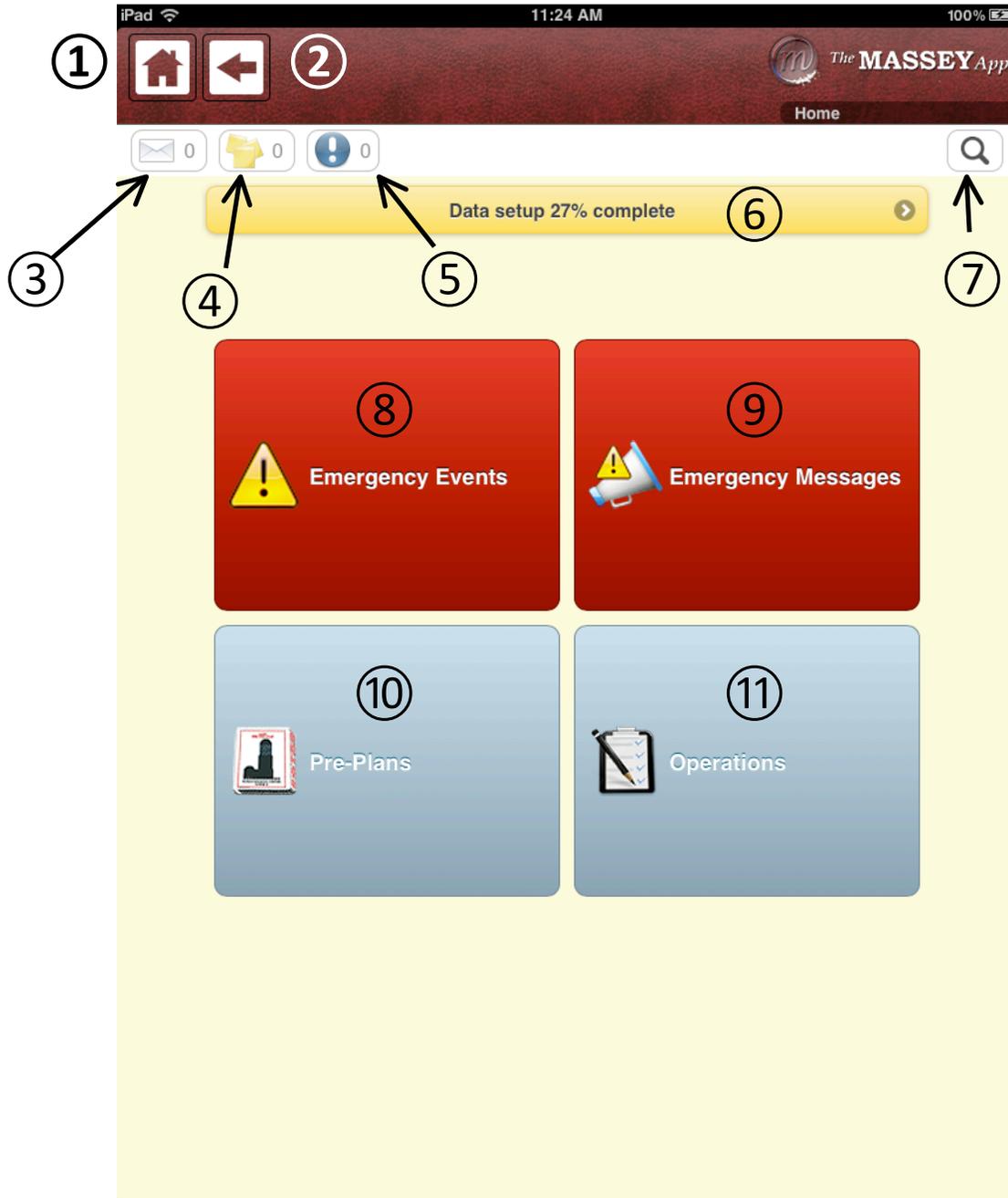
- Address:** 195-199 S Rosemont Rd
- City:** Virginia Beach
- State:** Virginia (dropdown menu)
- Zip:** 23452
- Building Type:** High-rise Office (dropdown menu)
- Staff Size:** Small (1-10 Engineering & Security person... (dropdown menu)

At the bottom of the form is a blue 'Update' button.

If your device has location services enabled, the app will ask if it may use your current location to automatically fill in the “Building Profile” form. If you allow it, the fields will automatically populate, and you may edit the information to correct any inaccuracies. After you click the “Update” button, the app will finish loading all necessary documents and settings.

Home Screen

After you log in, you will be taken to the home screen. The following is a breakdown of the buttons and icons it contains. Not all users will be presented with the same buttons. Buttons are contingent on the level of access to the app, which is controlled by the Building Manager.

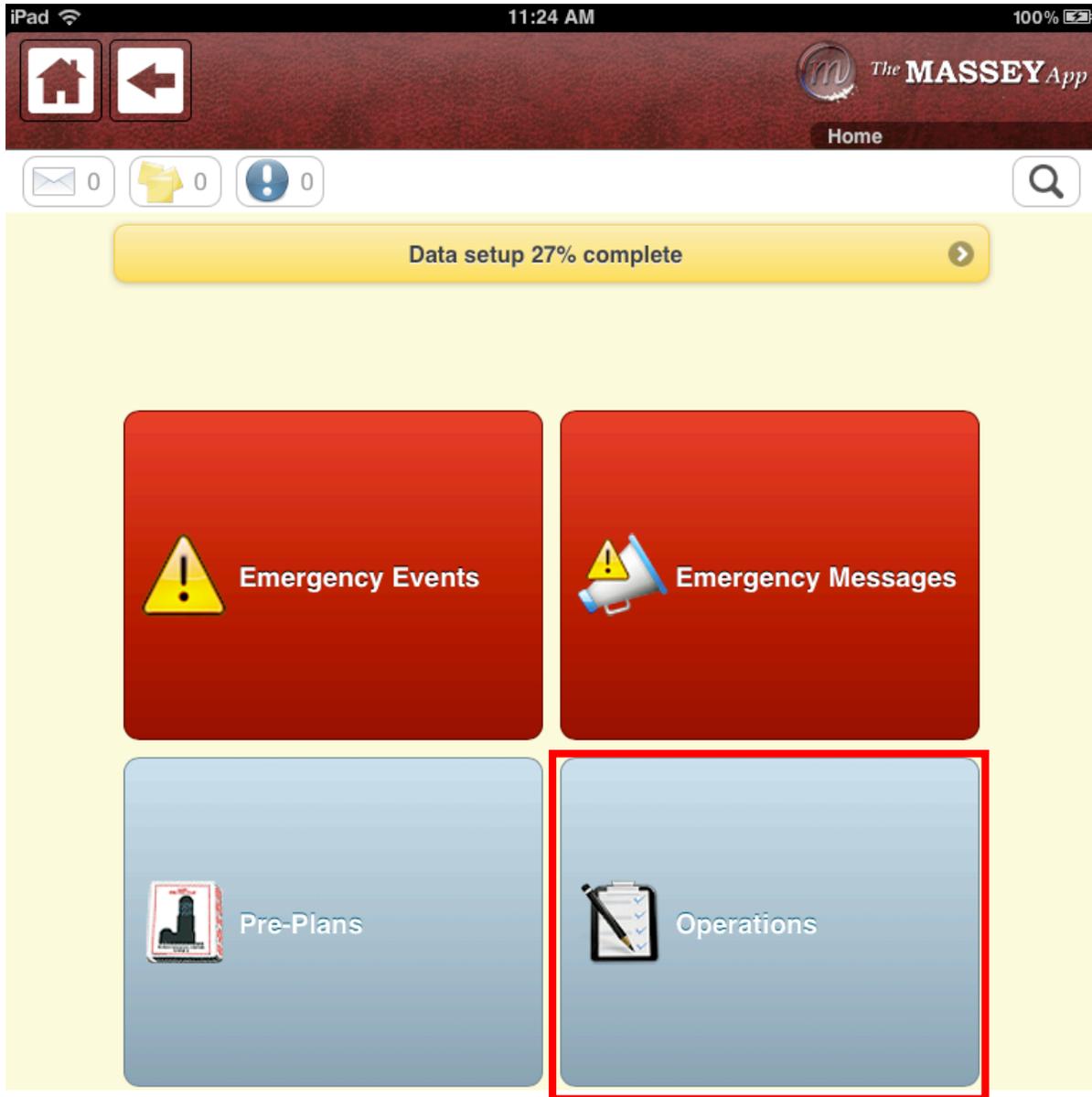


1. Home: This button brings you back to the home screen from any area in the app.
2. Back: This button returns you to the previous screen you were on.
3. Standard Messaging: This button accesses the standard messaging area, which may contain communication from other Massey App subscribers in your building.
4. Reminders: This button accesses the reminder area, which provides notice on expired or soon-to-expire hazardous materials (HAZMAT).
5. Notifications: This button accesses the notification area, which provides various useful warnings, such as weather and terror alerts.
6. Data Setup: This bar helps you enter the recommended volume of data to get the most out of the Massey App. This bar indicates the amount of information that remains to be entered. Click the bar to see individual guides on what input remains.
7. Search: The search bar helps you quickly locate pertinent articles, documents, contacts, and building fixtures (fixtures include utility shut-offs, sprinklers, and other building systems useful in emergencies).
8. Emergency Events: This button accesses the emergency event area, which provides a variety of contingency plans and articles written by subject matter experts.
9. Emergency Messages: This button accesses the emergency messages area, which sends a brief emergency message via phone texting (160 characters maximum) to all personnel associated with your building's subscription.
10. Pre-Plans: This button accesses the pre-plans area, which gives you a digitized version of the Massey Pre-Plan (if your building has one) or PDFs provided to Massey from the Building.
11. Operations: This button accesses the operations area, which allows you to change your building's configuration settings, access and manage user accounts, update your building's contacts list, hazardous materials list, and building fixtures, as well as view evacuation routes.

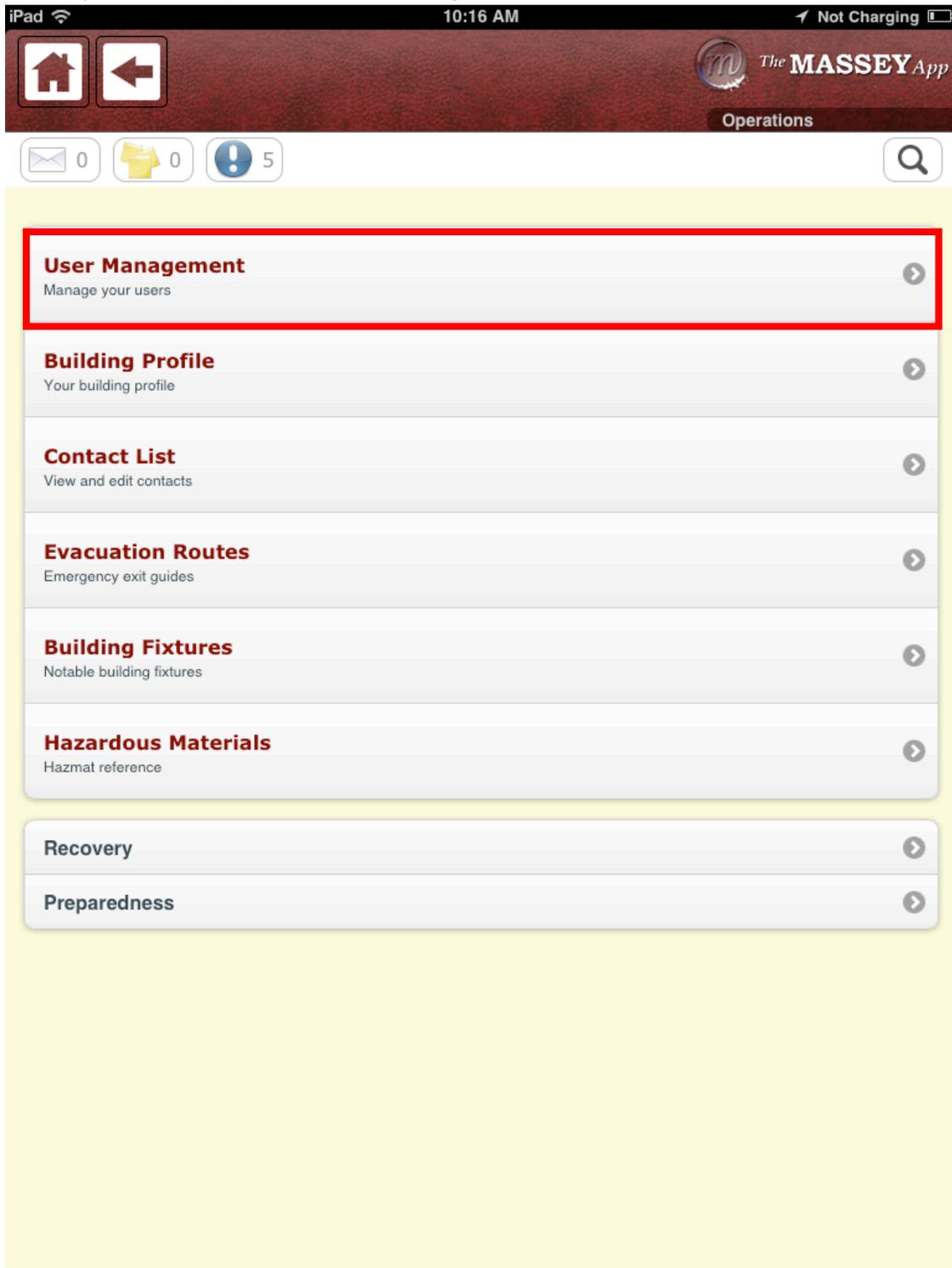
Four Steps for Initial Setup

D) Adding Other Users

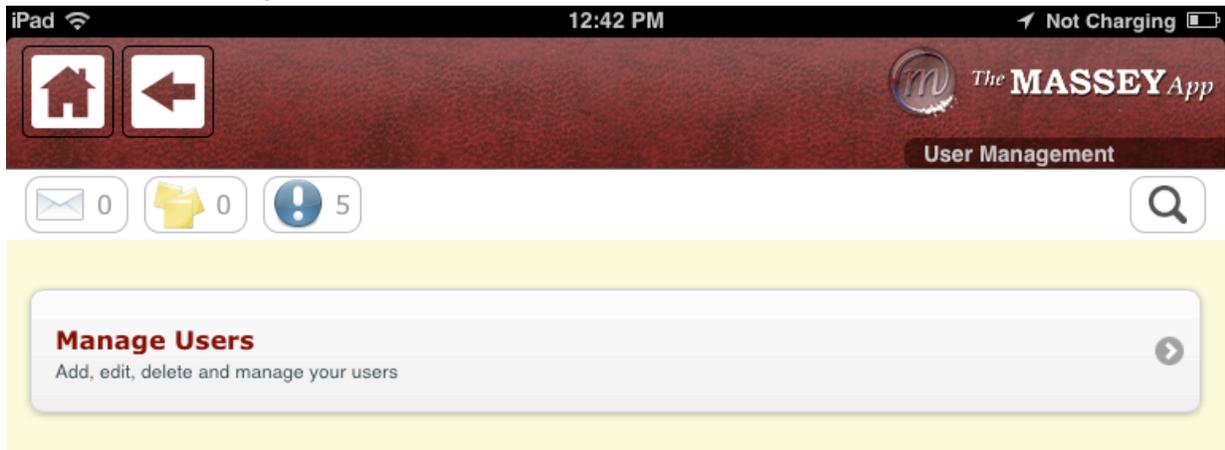
Building Managers will need to add additional user accounts in order to let other people log in and use the Massey App. To do this, click the “Operations” button from the home screen to enter the operations area.



In the operations area, click the "User Management" button.



Next, click the "Manage Users" button.



From here, click the “Add New User” button. This presents you with a form to fill out with information about the new user account you are adding. Pay particular attention to the “Role” and “Group” input fields, which determine access levels within the Massey App.

The screenshot shows the iPad interface for the Massey App. At the top, the status bar displays 'iPad', signal strength, '12:51 PM', and 'Not Charging'. Below the status bar is a navigation bar with a home icon, a back arrow, the Massey logo, and the text 'The MASSEY App'. A 'User Management' label is visible in the bottom right of the navigation bar. Below the navigation bar are three notification icons: an envelope with '0', a yellow shirt with '0', and a blue exclamation mark with '5'. A search icon is located in the top right corner of the main content area.

Edit User

First Name:

Last Name:

Email:

Mobile Phone:

Role:

Group:

There are four basic user “Roles” within the Massey App:

- **Manager:** Has full access and functionality. Managers can add, delete and modify users’ access levels. Additionally, they can adjust building profile information.
- **Engineer:** Has the ability to add, delete and modify the Contact List, Building Fixtures, and Hazardous Materials. Allowing them to ensure day-to-day operations information is up to date.
- **Security:** Has access to all buttons on the home screen except for the “Operations” button.
- **Fire Warden:** Has access to Emergency Messages, Standard Messages, tips and evacuation routing information.

There are two basic user “Group” settings within the Massey App: “Floor” and “Suite”. These enable the Manager to divide personnel into manageable groups for Fire Wardens to effectively assist tenants during emergencies and evacuations. Each Building Manager should determine the most effective division of tenants; building design will often determine the most effective method.

- **Floor:** Allows for effective division of tenants by floor during emergencies and evacuation procedures.
- **Suite:** Allows for effective division of tenants by suite during emergencies and evacuation procedures.

Once you enter the requested information, click the "Save" button to add the new user to your building's subscription.

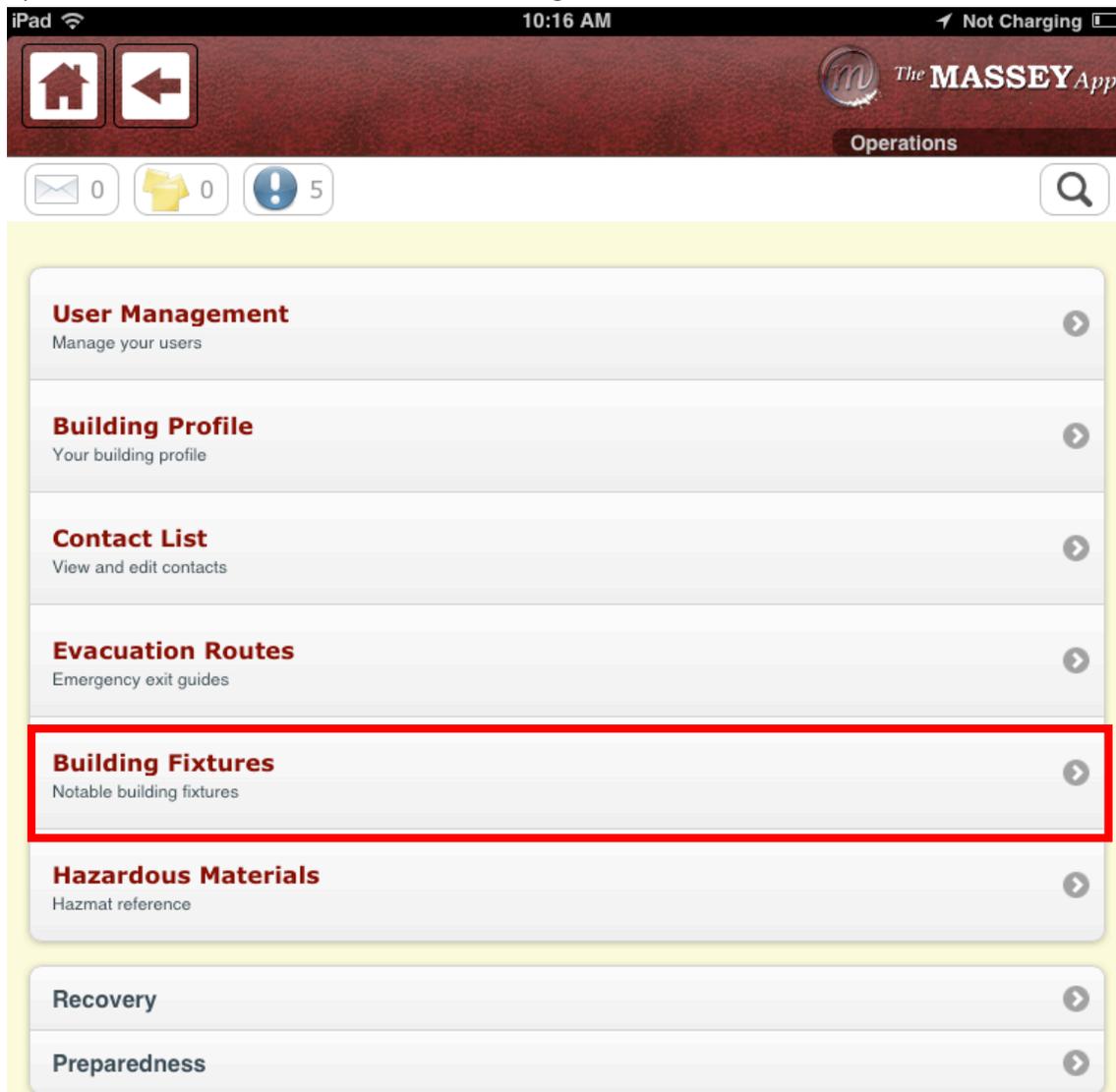
The screenshot shows an iPad interface for 'The MASSEY App'. At the top, the status bar displays 'iPad', signal strength, '12:48 PM', and 'Not Charging'. Below the status bar is a navigation bar with a home icon, a back arrow, and the app logo 'The MASSEY App'. The main content area is titled 'User Management' and features a search icon. Below the navigation bar are three notification icons: an envelope with '0', a folder with '0', and a blue exclamation mark with '5'. The main content area has a light yellow background and contains the following form fields:

- First Name:** A text input field containing 'John'.
- Last Name:** A text input field containing 'Doe'.
- Email:** A text input field containing 'jdoe@gmail.com'.
- Mobile Phone:** A text input field containing '5555555555'.
- Role:** A dropdown menu with 'Security' selected.
- Group:** A dropdown menu with 'Suite' selected, followed by a text input field containing '407'.

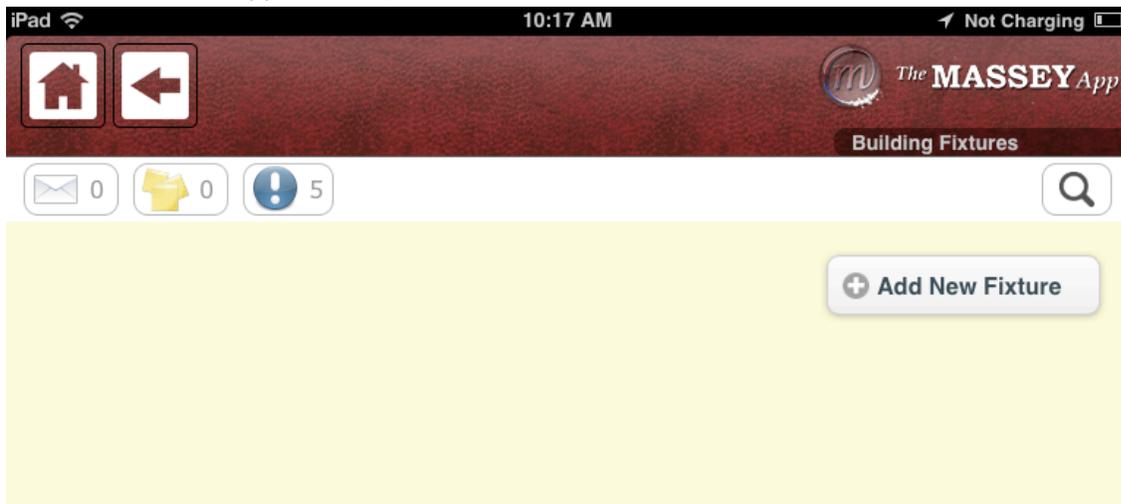
At the bottom of the form are two buttons: a 'Cancel' button with a left-pointing arrow and a 'Save' button with a checkmark.

2) Adding Building Fixtures

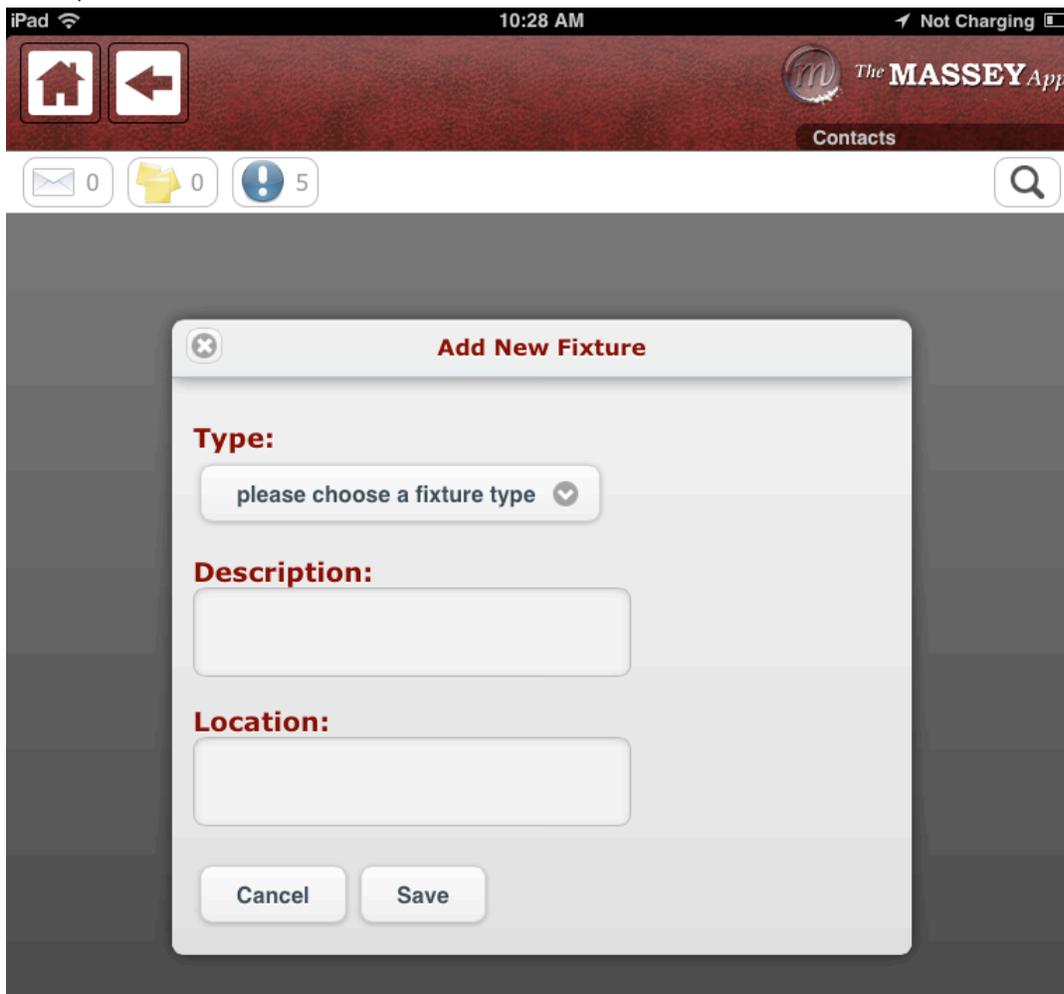
Building fixtures include utility shut-offs, stairwells, sprinklers, and other building systems or features that may be needed in an emergency. In the Massey App, noted fixtures appear directly in the “Emergency Events” area’s contingency plans, effectively customizing the content to suit your building. To add building fixtures, click the “Operations” button from the home screen (see page 6) to enter the operations area. From there, click the “Building Fixtures” button.



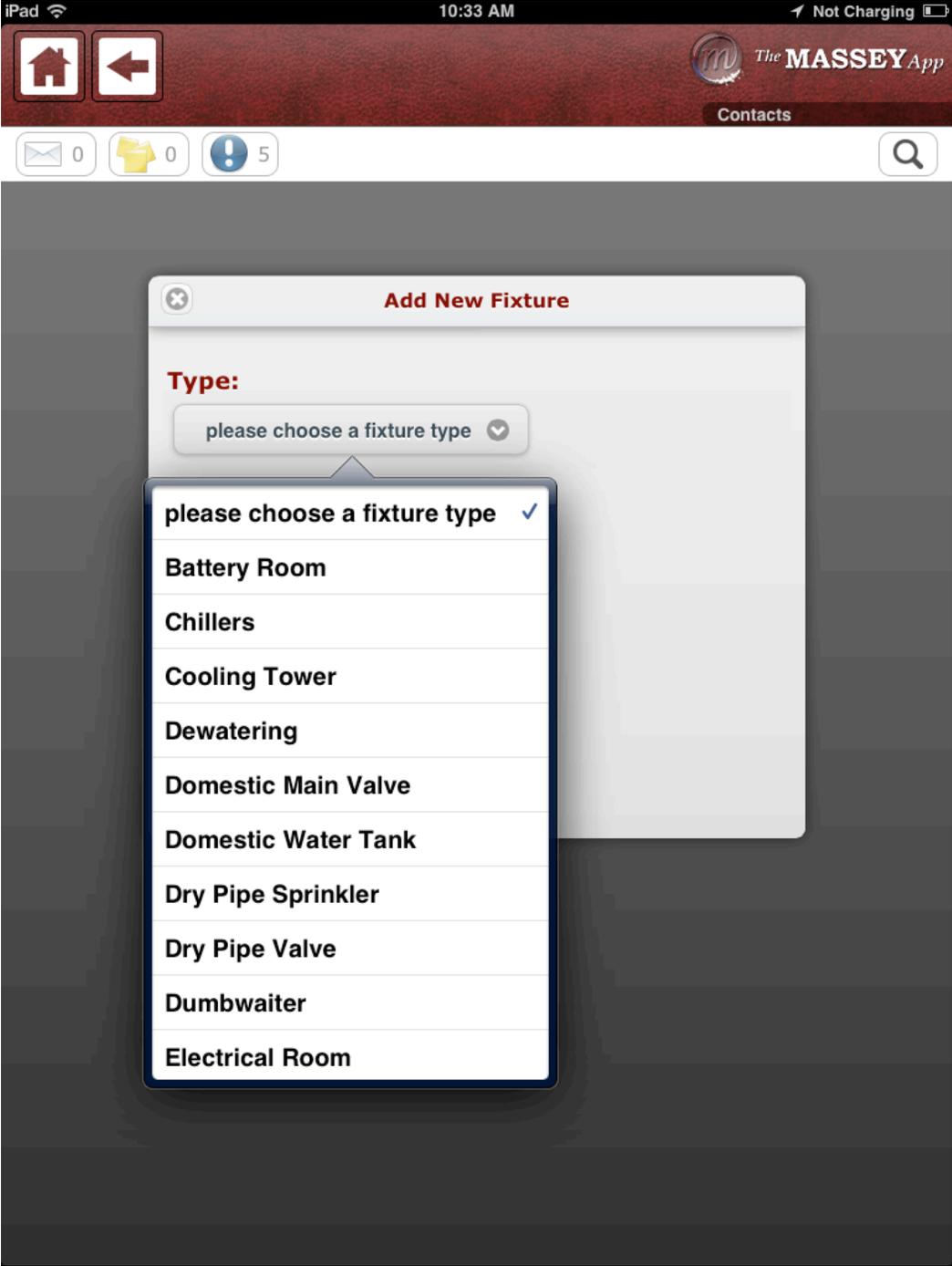
On the screen that appears next, click the “Add New Fixture” button.



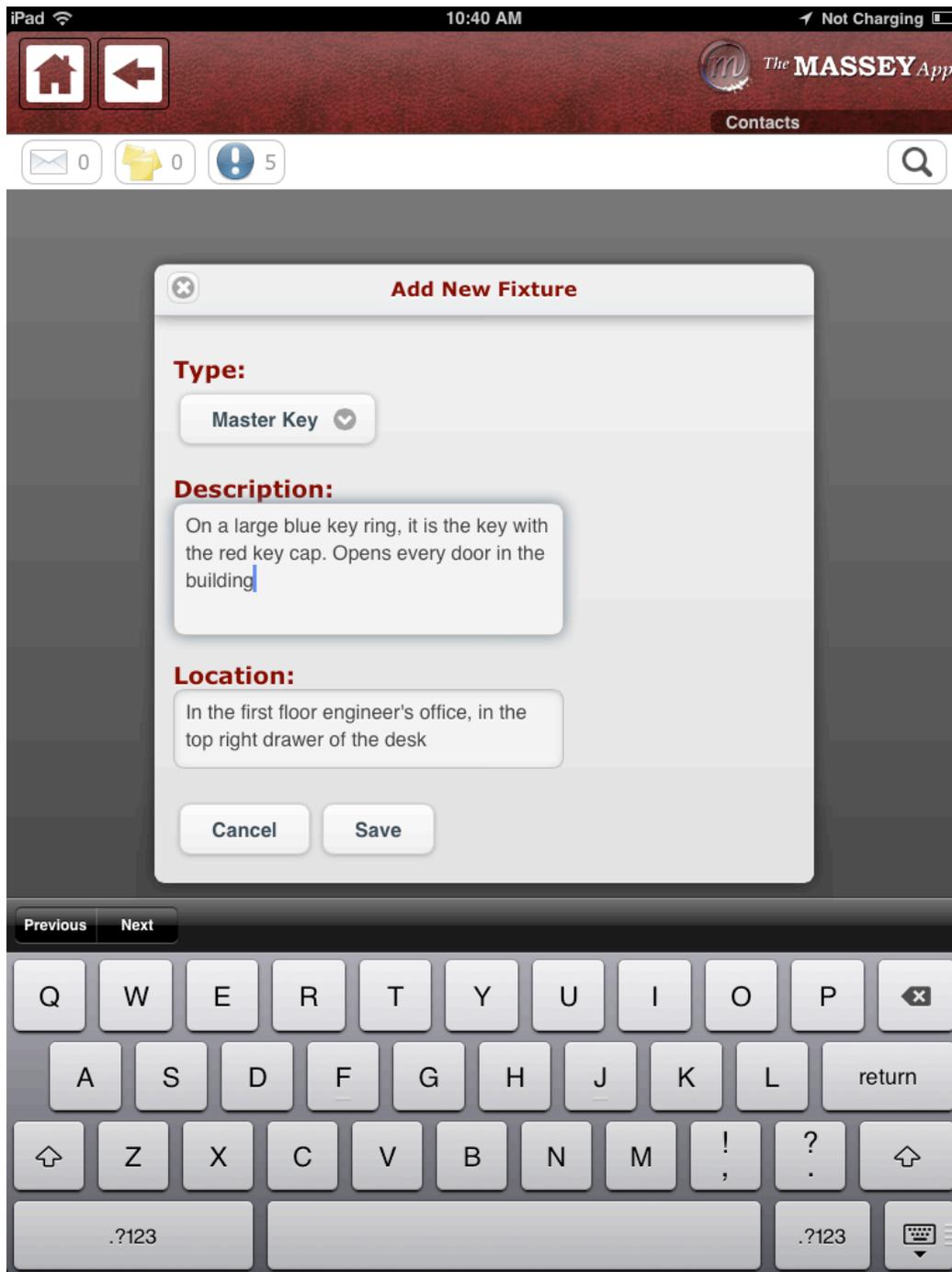
This opens the “Add New Fixture” form.



Every fixture has a type, description and location. Start by clicking the dropdown menu labeled “please choose a fixture type.”



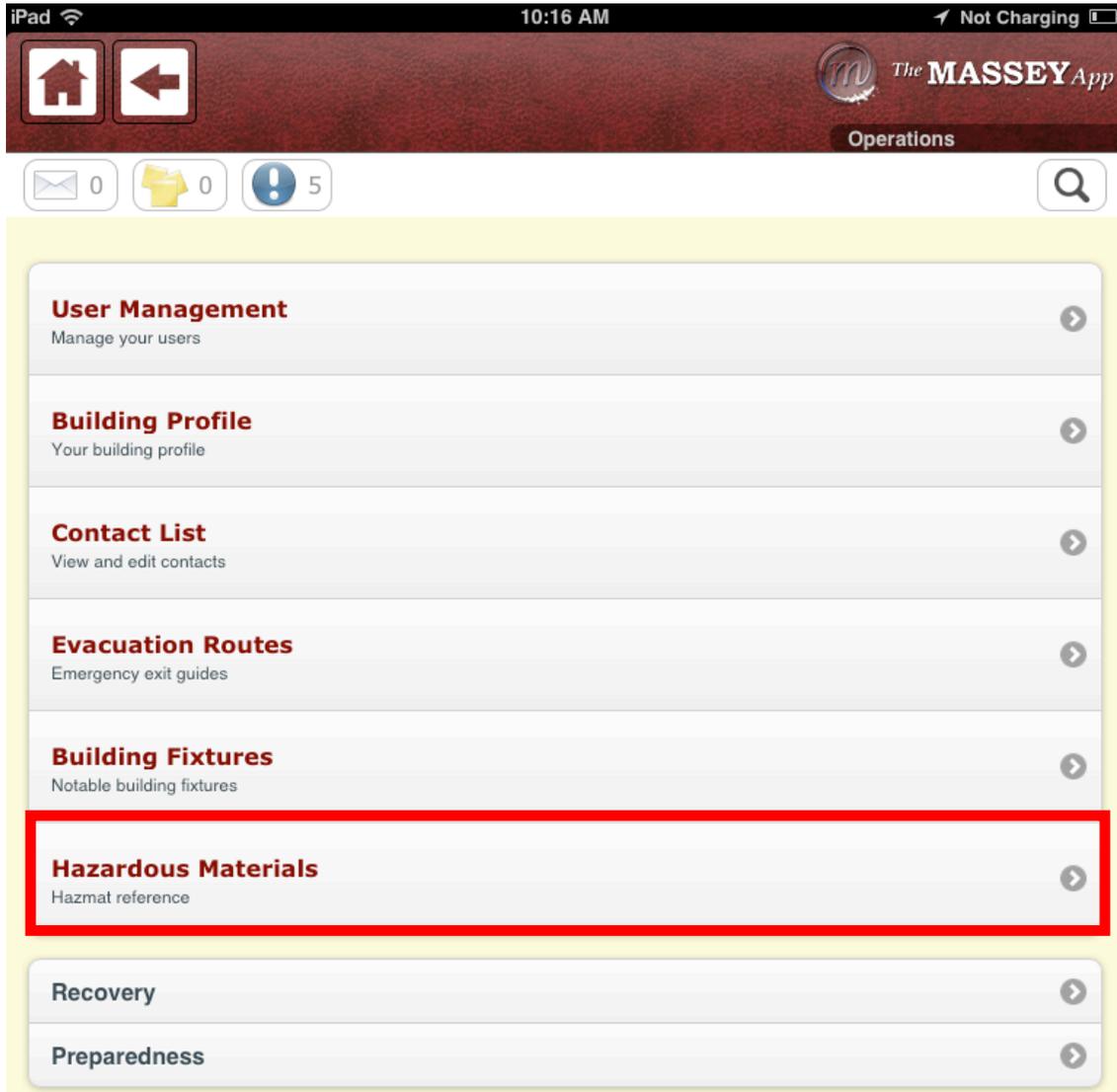
Select one of the choices from this list, click on it, and then provide customized description and location annotations in the respective input fields. When you are finished, the screen should look something like this:



Click the "Save" button to complete the process. Repeat as often as necessary.

3) Adding Hazardous Materials

Most buildings contain at least some hazardous materials, but do you know where yours are and when they expire? Recording this information in the Massey App ensures you will be informed. To add a hazardous material (HazMat), click the “Operations” button from the home screen (see page 6) to enter the operations area. From there, click the “Hazardous Materials” button.



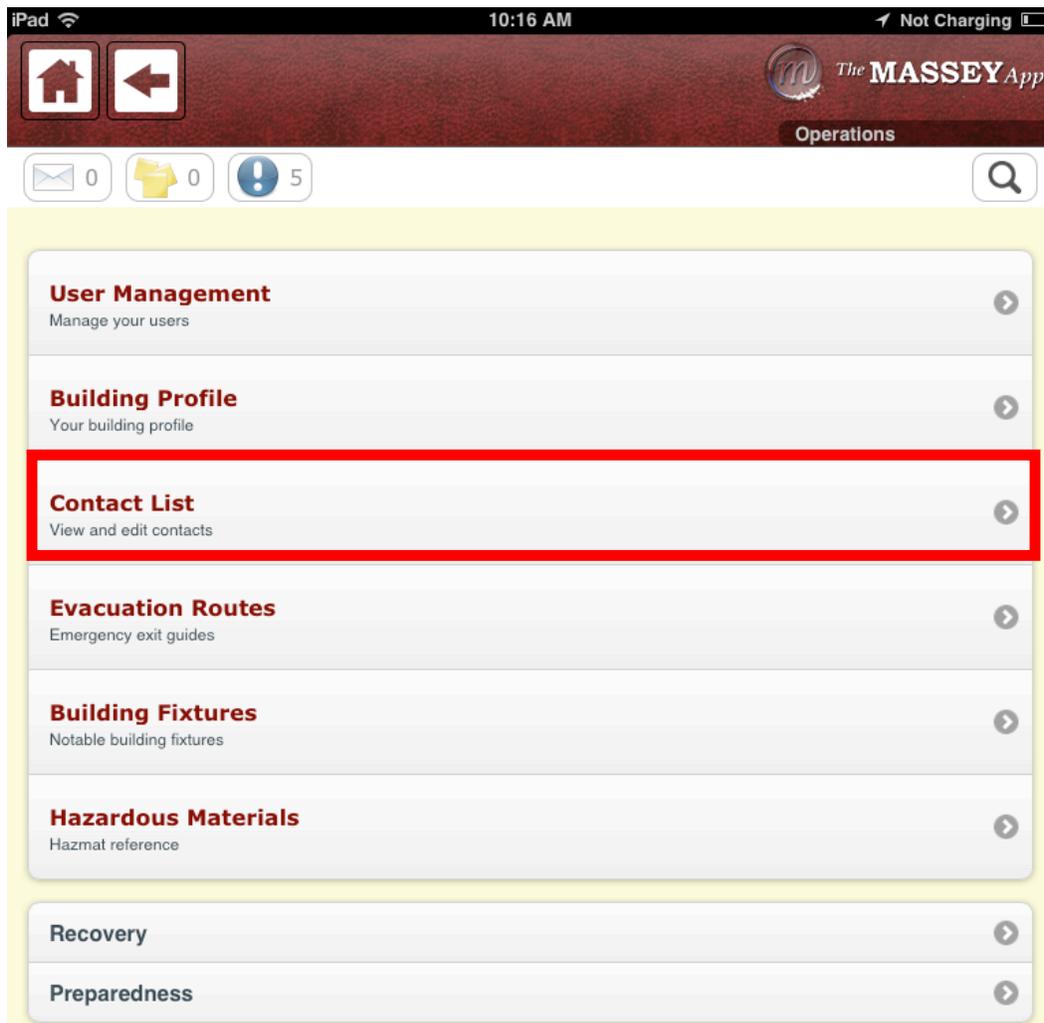
On the screen that appears next, click the “Add Hazardous Materials” button. This opens the “Add Hazardous Materials” form. Enter the relevant information for a particular hazardous material, including its amount, expiration date, and notes.

The screenshot shows the MASSEY App interface on an iPad. The status bar at the top indicates the time is 11:31 AM and the battery is at 95%. The app header includes a home icon, a back arrow, the MASSEY logo, and the text "The MASSEY App" and "Hazardous Materials". Below the header are notification icons for messages (0), folders (0), and alerts (3), along with a search icon. The main form area is titled "Materials:" and has a dropdown menu set to "Diesel". Under "Contained In:", there are three rows: "measure:" with a text input containing "1,000", "unit:" with a dropdown menu set to "gallon", and "container:" with a dropdown menu set to "tank". Below this is "Number of containers:" with a text input containing "1". The "Expiration Date:" section has three rows: "Month:" with a dropdown menu set to "June", "Day:" with a text input containing "29", and "Year:" with a text input containing "2013". The "Location:" field is a text input containing "2nd floor machinery room". The "Notes:" field is a text input containing "Generator Supply Tank". At the bottom of the form are two buttons: "Cancel" and "Save".

When you are done, click the “Save” button. Repeat as often as necessary.

4) Adding Contacts

The “Contact List” area provides a unified location for storing contact data for important building personnel, emergency services, and maintenance vendors. Like building fixtures, some contacts appear directly in the “Emergency Events” and contingency plans areas, customizing the content to suit your building. To add a contact, click the “Operations” button from the home screen, to enter the operations area. From there, click the “Contact List” button.



On the screen that appears next, click the “Add New Contact” button. This opens the “Add New Contact” form. As you fill out the form, note that you can add more than one phone number for each contact. After filling out the initial “Main Phone” input field, click the “Add Phone Number” button to insert another input field into the form. Note that you can specify types for subsequent numbers, such as mobile, home, pager, and others. The contact itself can also be specified as type, such as building manager, security, various vendors, and the like.

The screenshot shows an iPad interface for 'The MASSEY App'. At the top, the status bar displays 'iPad', signal strength, '3:45 PM', and '98%' battery. Below the status bar is a navigation bar with a home icon, a back arrow, and the app logo 'The MASSEY App' with a 'Contacts' label. A notification bar shows an envelope icon with '0', a yellow shirt icon with '0', a blue exclamation mark icon with '3', and a search icon. The main content area features a modal window titled 'Add New Contact' with a close button (X) in the top left corner. The form contains the following elements:

- Name:** A text input field containing 'John Doe'.
- Main Phone:** A text input field containing '555-555-5555'.
- Pager:** A dropdown menu with a downward arrow, currently showing 'Pager', followed by a text input field containing '555-444-4444' and a red close button (X).
- Add Phone Number:** A wide button with a plus sign (+) on the right.
- Type:** A dropdown menu with a downward arrow, currently showing 'Drywall Repair'.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom.

When you are done, click the “Save” button to complete the process. Repeat as often as necessary.

Finished

Once you have completed these four steps, you are done with initial set up. You may check the data setup bar to enter additional information or mark certain setup goals as non-applicable to your building.