



# CrisisAlert™ Quick-Start Guide

Wear Your Badge Every Day.

## How to Wear Your Badge

- Place your badge **behind your ID**.
- Wear your badge **above your waist**—clipped to your shirt or lanyard.
- **Do not leave your badge unattended or accessible** to others.
- **Do not glue** or attach anything to your badge.
- **Do not scratch, puncture, bend, or otherwise damage** your badge.



## Use Your Badge for TRUE EMERGENCIES

### Staff Alert “I Need Help”

Click your badge **three times and stop**—you will receive a short vibration.

**3 CLICKS and** 

Use when you need **individual help**, such as:

- Medical emergency
- Physical altercation
- Suspicious activity

Site responders will be notified. There will be no flashing strobes, and chirps will not sound.

*The entire site will NOT be aware of the incident.*

### Campus-Wide Alert (Lockdown) “We Need Help”

Continue clicking your badge until you receive a prolonged vibration.

**8+ CLICKS**

Use for a **campus-wide emergency or threat**, such as:

- Visible weapon
- Intruder on site

This will trigger lockdown protocol:

- Strobes will flash red and chirp.
- An intercom message will play, if applicable.
- A desktop alert will appear on computers.

*The entire site and security personnel WILL be notified.*

## Be Empowered

**Know Your Badge.** Familiarize yourself with its function and activation process to take charge of your safety.

**Stay Prepared.** Keep your badge within reach, ready to use when needed. Preparedness makes a difference in every situation.