

CrisisAlert™ Quick-Start Guide



CrisisAlert BADGES

- Your badge must be worn every day and at all times
- Attach your badge behind your Staff ID so the button is covered
- It is better to wear the badge above the waist (clipped to your shirt or on your lanyard)
- Do not leave it unattended or accessible to others
- Do not glue or attach anything to the badge
- Do not hang items with your badge that may damage it, such as keys
- Do not scratch, puncture, bend or otherwise damage the integrity of the badge
- Take it with you, even when you leave your site
- Be careful of inadvertent badge presses

This is ONLY used for a TRUE emergency!!



STAFF ALERT (Site responders will respond)

- Click the badge 3 times (you will receive a short vibration feedback)
- Site Responders will be notified
- This is when you need individual assistance for an issue or incident:
 - Medical emergency
 - Physical altercation
 - Suspicious activity
- There will not be sirens (chirps) or beacon flashes – the entire school will not be aware of any incident.

LOCKDOWN (Entire site will be notified)

- Continue clicking your badge until the site is on lockdown. The following actions will occur:
 - Red strobes flashing, sirens/chirps sounding
 - A pre-recorded message will play over the intercom
 - A desktop takeover message will appear on all staff computers
 - Site Responders will be notified