

USING YOUR BADGE

Your new badge allows for an **immediate response in duress or threatening situations**. In order of preference, here are the options you have for support (you may use all 4):

- ⇒ You or a colleague calls **911 or 4-4000** (UPD direct)
- ⇒ Use Vocera to call *University Police, Police, Security, or Public Safety*
- ⇒ **Press the RED* button** on your CenTrak badge (*green and yellow are future use buttons)
- ⇒ Use existing **panic buttons**

In any of the scenarios above, Public Safety or UPD officers will be dispatched to your location and your supervisor will be notified.

TESTING YOUR BADGE/BATTERY and CLEANING

Testing your badge regularly to ensure it is working:

- ⇒ **To test**, press and hold down the small gray circle on the bottom right corner of the badge above the word “CenTrak” (1) until you see a flash of light in the small LED window between the colored buttons (2). **You must be in the Nappi Wellness Institute to test.**
- ⇒ **If you do not see a flash**, contact your department manager to issue a Help Desk Ticket.
- ⇒ Badge batteries will be **replaced** at your annual review.
- ⇒ Please **use disinfecting wipes** to clean the badges (note: do not spray or submerge the badge)
- ⇒ Do not write or make marks on the badge

