

## Panic Button Instructions and FAQ



Press button inside to discreetly notify UPD in the event of an emergency.

### Use of Panic Button:

- Staff in distress will press the panic button discreetly which will activate a notification to University Police.
- University Police Dispatchers will send officers to the location where the panic button system was activated.
- After activation, there will be a follow up call from UPD to the phone associated with the panic button. Even if you are unable to answer, UPD will still be dispatched.
- **For Emergency Use ONLY! Panic buttons are routinely tested by UPD.**

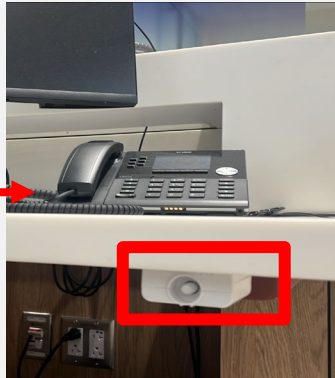
### Know where to find panic buttons in your area in an emergency:

- **Familiarize** yourself with where panic buttons are in your area **BEFORE** you ever need to use it. Contact your manager if you are unfamiliar with where the panic buttons are in your area.
- Decorate the area on the desk where the panic button is located underneath for easy access in an emergent situation. I.e., place your keyboard or telephone on top of panic button (as photographed).

### Ways to Contact University Police (UPD)

1. **Phone call:** to 4-4000 or 9-911 from any UUH campus telephone- **preferred method of contact** due to conversation confidentiality.
2. **Vocera call:** "University Police" or "Police" or "Public Safety" or "Security" - be mindful call is not confidential, everyone around you can hear conversation.
3. **Staff Duress (RTLS) badge-** discreet, location specific information to UPD for staff assigned badges.
  1. Click the following link for more information-[Staff Duress badge instructions tip sheet](#)
4. **Panic button-**discreet, offers limited information to UPD.

**Note:** the **telephone** on this workstation is positioned **directly above** the panic button located on the underside of the desk



**Be AWARE and PREPARED:** Familiarize yourself with the panic buttons in your area **BEFORE** you need it!

