

CrisisAlert Badge

Procedures

Overview

To enhance campus safety and security, Lee College provides employees with CrisisAlert badges – wearable panic alarm devices that can be activated in campus buildings, parking lots, or grounds. These badges enable faculty and staff to discreetly request assistance or initiate a campus-wide lockdown, notifying Campus Security and, when necessary, local law enforcement of an active threat.

When activated, the badge instantly transmits the employee's identity and precise location to Campus Security, designated site administrators, and – in critical situations such as an active shooter – to local law enforcement.

Badge Distribution

- Human Resources issues badges to full-time and part-time faculty and staff during the onboarding process.
- Badges must be returned to Human Resources upon separation from the college.

Wearing the Badge

Badges must be worn and easily accessible at all times while on campus.

- Proper badge placement:
 - Position the badge behind your employee ID in a separate protective sleeve.
 - Use a lanyard or clip.
 - Clips should be worn at waist-level or above.
- Do NOT:
 - Store badge in pocket or bag.
 - Hang the badge with keys, flash drives, or other items.
 - Mark, puncture, bend, mark, or attach items to the badge.
 - Leave the badge in a hot or cold vehicle.
 - Leave the badge unattended or accessible to others.

Badge Alert Functions

1. Staff Alert – “I Need Help”

- **Activation:** Press the button **three (3) times** quickly using the mnemonic “I Need Help”
- **Response:**
 - The badge briefly vibrates once.
 - A small red light will blink on the top corner.
 - Campus Security and designated site administrators are immediately notified.

- **Used for individual emergencies**, including but not limited to:
 - Medical emergency (Call 911 if possible).
 - Physical Altercation (e.g., fights in a classroom).
 - Aggressive or threatening individual (e.g., verbal threats, escalating anger)
 - Suspicious activity (e.g., an individual open-carrying a firearm on campus)

2. **Campus-Wide Alert – “We Need Help” (Lockdown)**

- **Activation:** Press the button **eight or more (8+) times quickly** until you feel the second longer vibration.
- **Response:**
 - Badge vibrates twice.
 - Red strobe lights flash in campus buildings
 - An emergency “Lockdown” message is sent via Navigator Alerts and other emergency communication systems.
 - Campus Security and local law enforcement are immediately notified.
- **Use only for sed for critical security threats**, including:
 - Actively shooting.
 - Armed intruder intending to cause harm (e.g., displaying a weapon in a threatening manner).
- **Follow the “Avoid, Deny, Defend” strategy:**
 - **Avoid:** Escape if possible; create distance and barriers.
 - **Deny:** Hide, lock, and barricade doors, turn off lights, silence your phone.
 - **Defend:** Be aggressive if necessary; use nearby objects as weapons and commit to survival.
- **When the emergency ends:**
 - An “**All Clear**” message will be announced via Navigator Alerts and other emergency communication systems.
 - Green strobe lights will flash in campus buildings

Note: Only use the badge for true emergencies. Do **not** test the badge unless explicitly authorized.

After Badge Activation

- The badge should reset automatically and stop blinking red after approximately 2 minutes.
- If it does not reset:
 - a. Hold down the badge button for 4 seconds to manually stop the blinking.
 - b. If the badge still does not reset, contact Human Resources for assistance.

Lost, Stolen, or Damaged Badge

- Report immediately to Campus Security and Human Resources to deactivate the badge.
- Human Resources will issue a replacement badge.
- Employees are responsible for the cost of replacement due to loss, theft, or damage.

Badge Training and Drills

- Training is provided by Human Resources during onboarding.
- A training video and FAQ are available on the Emergency and Safety Operations webpage.
- Periodic safety drills are conducted at all Lee College campuses.

Badge Testing

- Lee College will announce periodic badge testing periods.
- An employee may also contact the Emergency and Safety Operations Manager to request an individual badge test.

Badge Maintenance

- Battery life is approximately two years.
- The Emergency and Safety Operations Manager monitors battery levels and notifies employees when a replacement is needed.
- Employees are not responsible for the cost of replacement due to battery depletion.
- Do not store badges in vehicles during extreme temperatures, as this reduces battery life.