Memo

To:        Green Button User
From:      Chief Tom Larson
Subject:   Emergency Desktop Icon

In the present college environment we sometimes face uncomfortable situations involving other individuals. The college recognizes there are many areas of our campuses where telephone, both landline and cell, are unavailable and there is no other readily available means of requesting assistance when needed. To enhance the safety of our faculty and staff, the “Green Button” program was developed by Technology Services. This “Green Button” icon can be applied to your user name and will show up on your desktop wherever you are personally logged in to a computer.

If you are facing a disruptive person and that person fails to modify his/her behavior at your request, OR if you believe the person poses an immediate threat to yourself, others or him/herself, activate the “Green Button” on your desk top immediately.

Double-click the “Green Button” on your desktop
Double-clicking on the “Green Button” will bring up a second window. The second window provides the opportunity to:

a) enter a brief text message if you have time;

b) double-click the “Green Button” in the second window which will send an emergency email to all employees of the Campus Police Department; or

c) exit the window.

When the “Green Button” is sent, an emergency email is sent to the Campus Police Department and the dispatcher will immediately dispatch an officer to the location of the request for assistance. In addition, the dispatcher may attempt to telephone the office if the email is from a staff/instructor office.

Please be aware this program is designed with the safety of our faculty and staff in mind and is to be used only for emergency response to personal safety incidents. This program is not available if you are using a laptop computer accessing a wireless connection, nor is the program compatible with Macintosh computers.

Reminder: 15 minutes of no-activity when logged in under your personal ID results in screen saver activation, which locks the computer, requiring you to log back in with your password. Instructors can log-in with the general “instructor” user name to avoid this timed computer lock.

To have the Green Button installed on your desktop:
Send an email stating you have read and understand these instructions to Sergeant Erika Schwiderski at Erika.Schwiderski@icc.edu