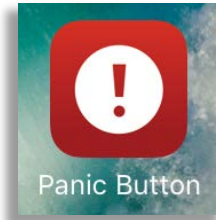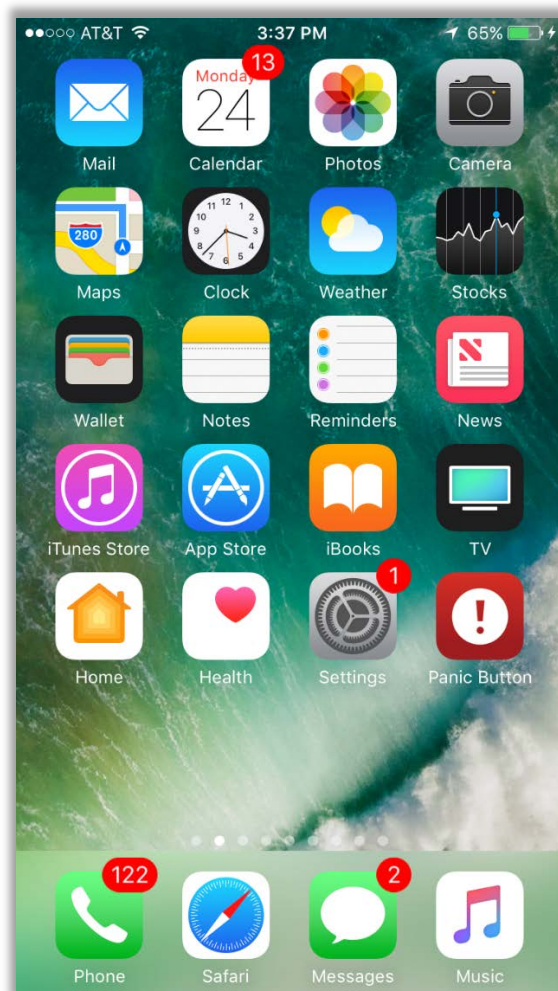# Instructions on how to use the Rave Panic Button app.

Step 1: The first thing you want to do is download and install Rave. The icon on the Apple Store and on Google Play should look like this:

Step 2: Once you install it on your phone, you can then look for it and click on it. Here is an image of what it looks like on an iPhone. The arrow points to the icon. Go ahead, find it, and click on it.

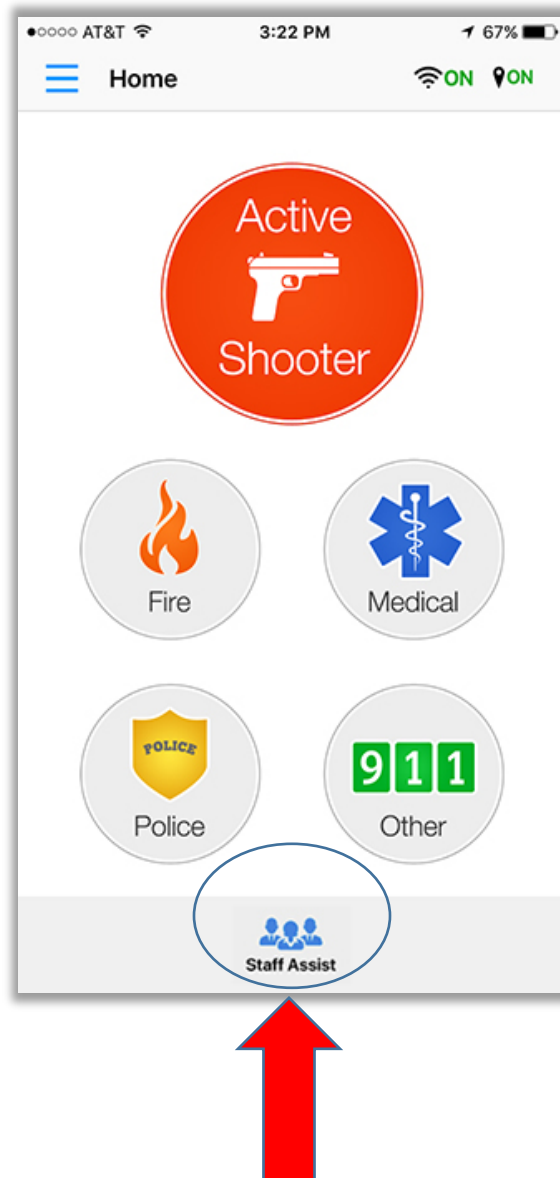**Step 3:** Once you open the Rave Panic Button app, this is the screen you will see:

WILL CALL 911!

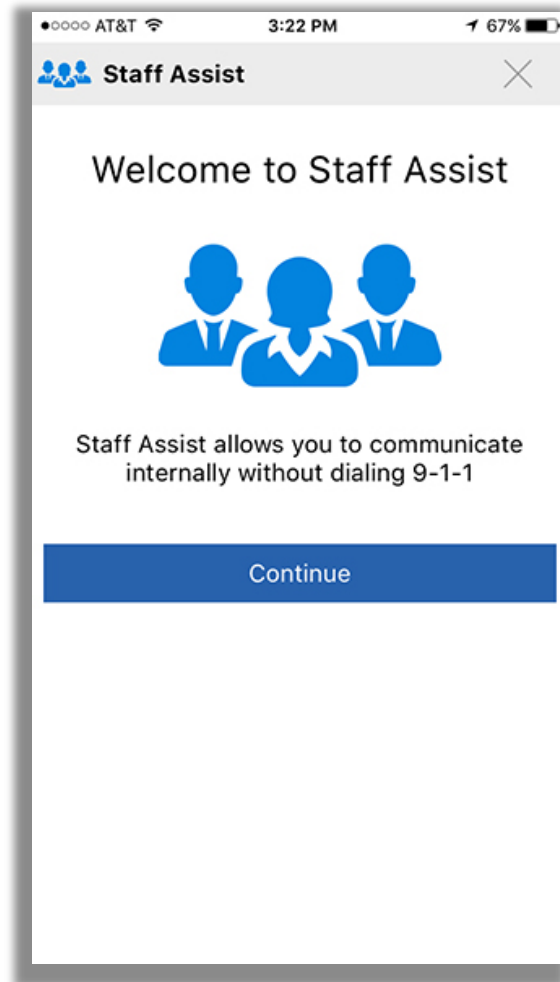ALL OF THESE ICONS
WILL CALL 911!

You will see five icons:

- Active Shooter
- Fire
- Medical
- Police
- Other

All of these icons will call 911 as soon as you <u>press</u> them. ONLY press these icons if you want to call 911. If there is a reason to call 911, (an Emergency) these are the icons you will press on the Rave Panic Button app.

Step 4. In most instances, you will not want to call 911, but instead notify the campus police and admins of a situation. In this case, you will click on "Staff Assist" at the bottom of the Rave Panic Button app. I circled it in blue. See image below:
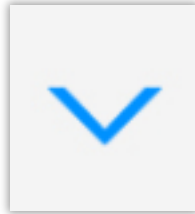
Step 5. Once you click on "Staff Assist", you will see the Welcome screen. This is how it looks:

Once you see this screen, you simply click on "Continue" to be taken to the next screen. Go ahead now and go on to Step 5.

Step 5. Now you can select your campus, your building and the situation. Click on the blue down arrows next to each of these fields. The blue down arrow looks like this:
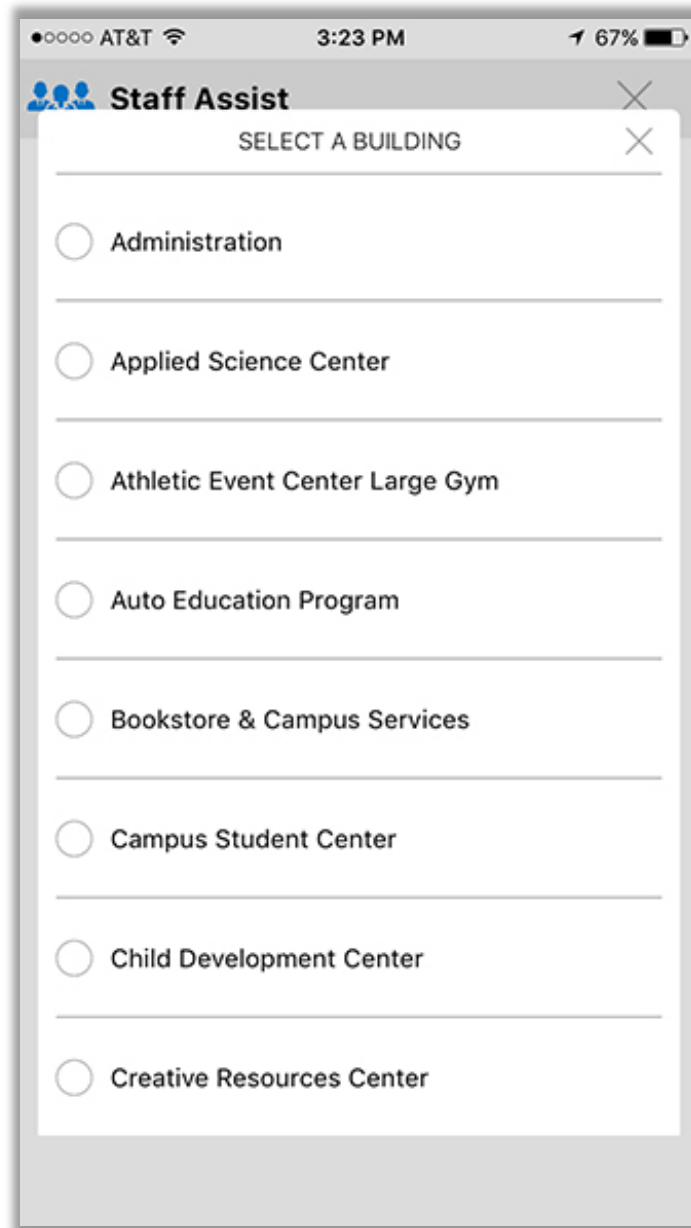

See below:

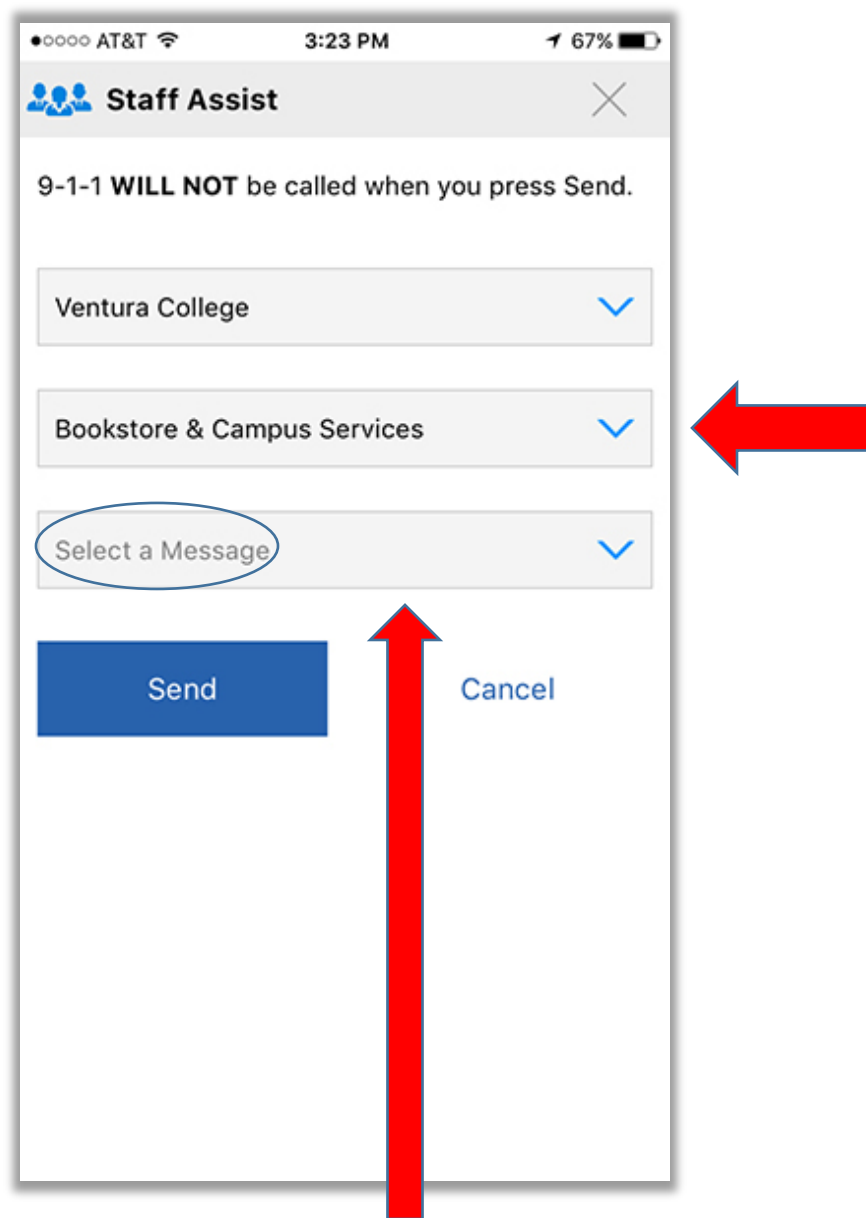
The first option should be Ventura College or VC Santa Paula

The other options will depend on which building you are in and which situation you are in or which message you wish to send.

Building: The choices are large, only so many fit on your screen, you have to swipe up to see the entire list of buildings. Once you swipe, you will see all of the other options. This is how that screen looks. These are in alphabetical order. The first one is Administration and the last one is Wright Event Center. Swipe up to see the rest of the list:
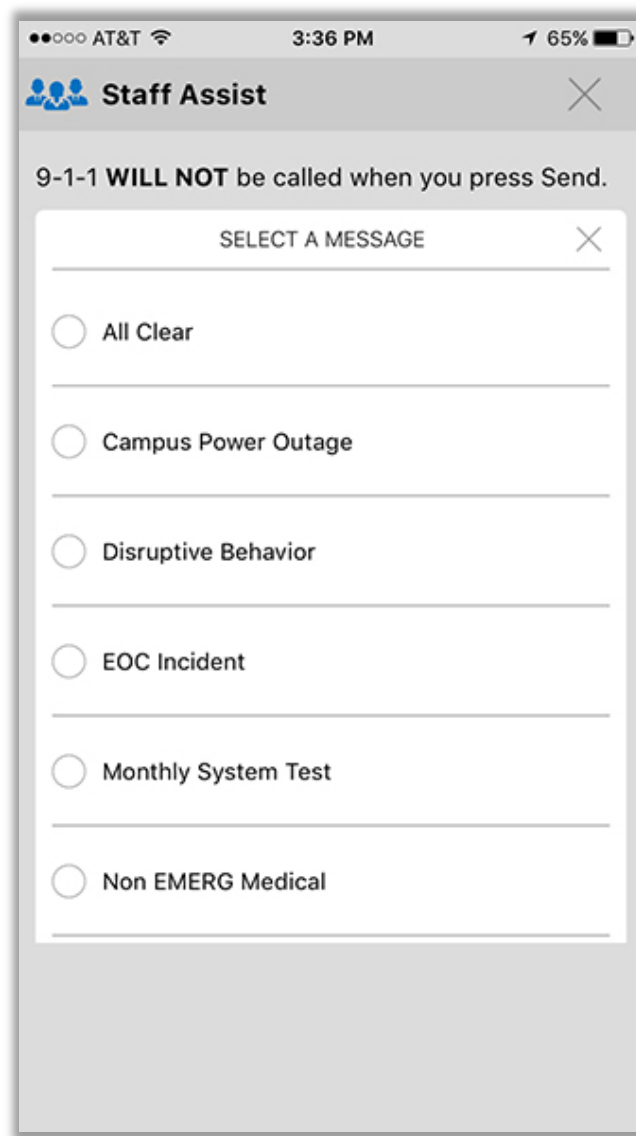
For this example, I am going to choose the <u>Bookstore & Campus Services</u>. This is how the screen will look:

Next, you will need to click in the "<u>Select a Message</u>" field.
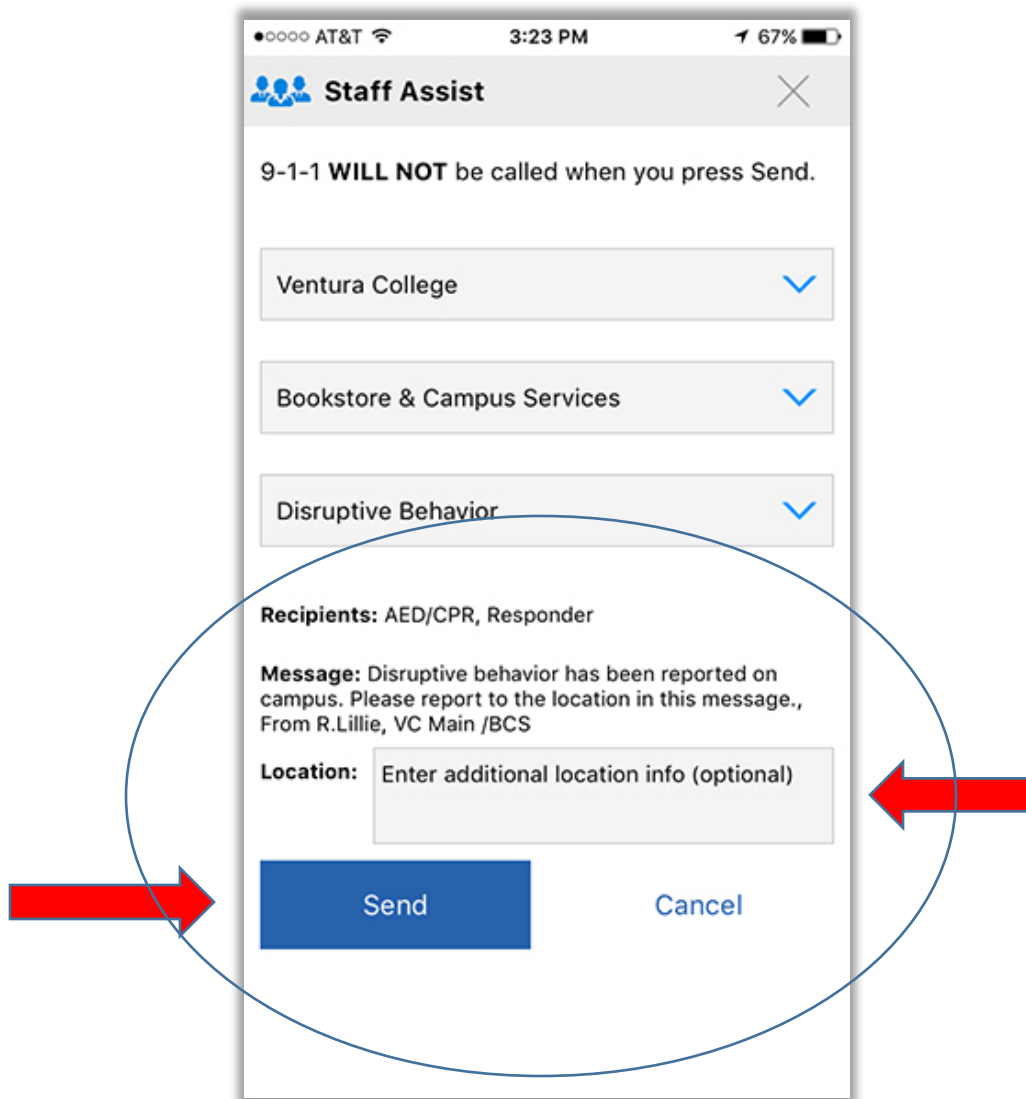
This is very similar to the previous two fields. You swipe up to see the whole list:

Once you find an appropriate message to send out, you will select it and continue on to the next screen.

See the next photo:

This is the final screen. You will see now how all the fields are filled in. In this case I said:

Ventura College
Bookstore & Campus Services
Disruptive Behavior

Under this, it shows the recipients, and the message, as well as who sent the message. In this case "rlillie" (that's me).

You can now enter additional information in the Location field, for example, I could write a description of the person causing the disruption. After that, you just click SEND (blue button). This will notify appropriate

personnel on campus, but <u>will not</u> dial 911. In most situations you will be more likely to use this option than to call 911.

This ends the tutorial.

Please DO NOT send "test" alerts to see what will happen.

Please DO NOT call 911 using this app unless it is an actual Emergency.

Please Note: Pressing the buttons on the home screen mentioned in Step 3, will contact 911, this app is LIVE, so do not press them unless you really need to call 911.