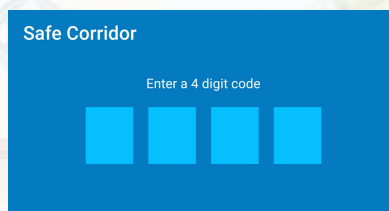
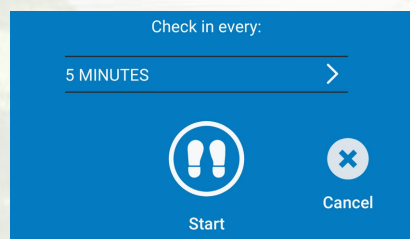


| SAFE CORRIDOR

To use the Safe Corridor feature, select the blue button. You'll be prompted to enter a 4 digit code of your choice. Repeat the code and choose a check-in duration. Upon completion, the Safe Corridor feature will be active.



Upon arrival at your destination, select the "Exit" button and enter the code you selected when you entered Safe Corridor mode. If you need emergency assistance, select the "SOS" button to immediately notify University Safety of your location.

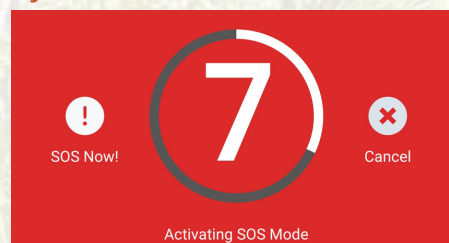


Please deactivate the Safe Corridor feature upon arrival at your destination on campus. *This feature is only available on-campus.* If you have an emergency off-campus, call 911.



| SOS

If you are on any of Saint Leo University's campuses *and need emergency assistance*, you may use the SOS feature to notify University Safety.



Use of the SOS feature will result in an immediate, emergency response by University Safety officers, and should only be used in cases of emergency.

ADVISORY: if you gave permission to use your phone's camera when you setup the Everbridge app, your front facing camera on your phone activate when you use the SOS button. Pressing this button will send University Safety your location if you allowed the Everbridge app access to your phone's location during setup.

**MISUSE OF ANY OF THE FEATURES IN THIS APP
WILL RESULT IN DISCIPLINARY ACTION**

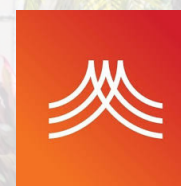
University Safety Contact Information

| | |
|-------------------|--------------|
| Emergency Number: | 352-588-8333 |
| Non-Emergency: | 352-588-8432 |
| Switchboard: | 352-588-8200 |
| Safe Ride: | 352-588-7433 |



SAINT LEO
UNIVERSITY.

University Safety



Introducing
Everbridge

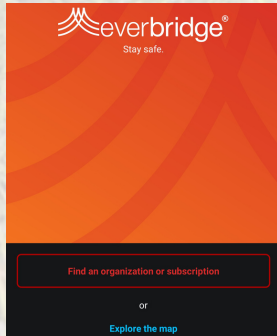
Keeping the Pride
Safe 24/7

Download
Instructions
&
Features
Overview

Installing the Everbridge App

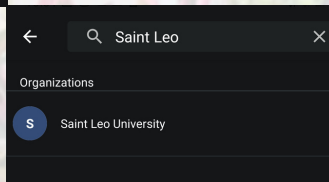


Download the Everbridge App on your Apple or Android smartphone. Make sure you are downloading the correct Everbridge app, represented by the logo on the left.



Open the Everbridge app, and select "Find an organization or subscription"

Type in Saint Leo & select our organization



You will be directed to an Okta Single Sign-On page. Use your Saint Leo SSO credentials.

Sign In

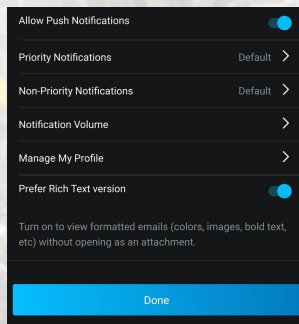
Email ID / FirstName.LastName

Password

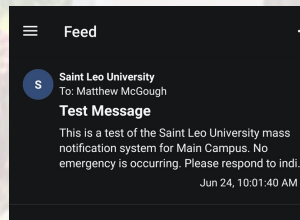
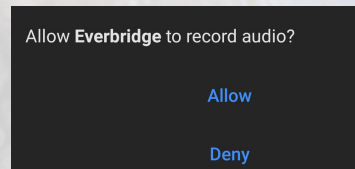
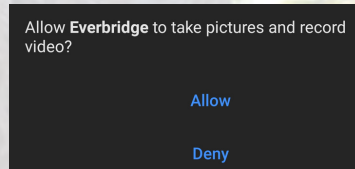
☐ Remember me

Sign In

Once you are signed on, you will be directed to set up your profile. The initial settings should look like the image to the right:



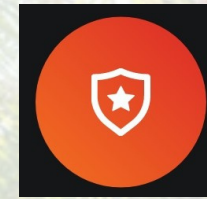
You may be prompted to allow Everbridge to access your phone's location, microphone, and camera (for S.O.S. feature use only). All are optional. We recommend allowing location permissions so that the app can determine your location in case of emergency.



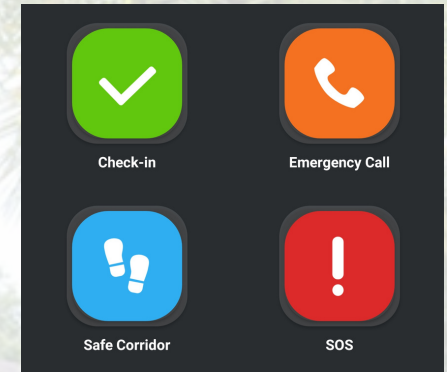
Once the setup process is complete, you will see a feed, which consists of mass notification messages sent to Saint Leo.

Using the Everbridge Mobile App Safety Features

THE FEATURES OF THE EVERBRIDGE MOBILE APP ARE DESIGNED TO BE UTILIZED ONLY ON SAINT LEO UNIVERSITY'S CAMPUSES. DO NOT USE WHILE OFF CAMPUS!



To use any of the safety features of the Everbridge App, open the app and press the shield icon on the bottom right corner of the screen.



| CHECK-IN

The Check-In feature allows you to send Saint Leo your current on-campus location. For example, if you are attending an athletic event on-campus, you can check-in to the event to receive notification related to the event.

| EMERGENCY CALL

The Emergency Call feature will immediately place a call to University Safety's emergency phone number, 352-588-8333. *Please use only in the event of an emergency!*

MISUSE OF ANY OF THE FEATURES IN THIS APP WILL RESULT IN DISCIPLINARY ACTION