



Ronald
McDonald
Family
Room®

Cardinal Glennon Lynx Panic Alarm System

Purpose: Calling for Public Safety in the Family Room, without dialing a phone number.

When to Use: Here are some common examples of when to use the panic button:

Any can be any situation that you're directly involved in, staff, volunteers, visitors, etc.

- Needing to call public safety, but do not feel comfortable talking out loud, over the phone.
- Needing to de-escalate a physical or verbal situation.
- Not feeling safe for any reason while in the Family Room.
- Not feeling safe for any reason with a situation in the hallway.
- If you notice something unsettling to you or anyone else
- In your gut, something isn't feeling right.
- And many, many more reasons.

How to use:

1. On the computer keyboard, **PRESS F9 AND F11** simultaneously.
2. A prompt will appear on the computer screen, confirming your location in the Family Room. Click "yes" to confirm.
3. This will result in Security Officers being dispatched.

Phone numbers to dial on your cell phone or extension from a landline:

Contact	Extension	When to Call:
EMERGENCY:	x4444	Including: medical emergency, fire, etc.
Public Safety (non-emergency):	x1326	Dial from personal cell phone: 314-678-5192

Follow Up:

After any situation that security is needed, please following these steps:

1. Call the On-Call Phone # (314) 930-5292 to notify the Family Room Staff.
2. Fill out an Incident Form, located in the filing cabinet at the Family Room Volunteer Desk.
 - a. This keeps us Family Room Staff aware of what happened in the event that more action needs to be taken.
3. Place the completed Incident Form in the Manager's Folder for the RMFR Staff to retrieve.

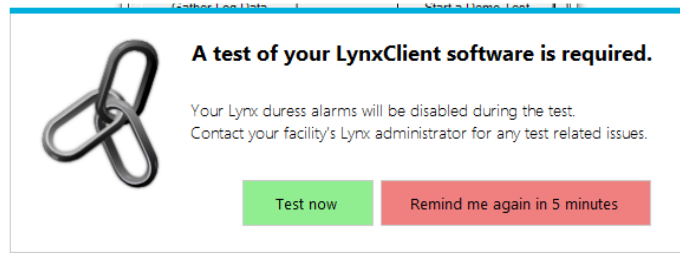


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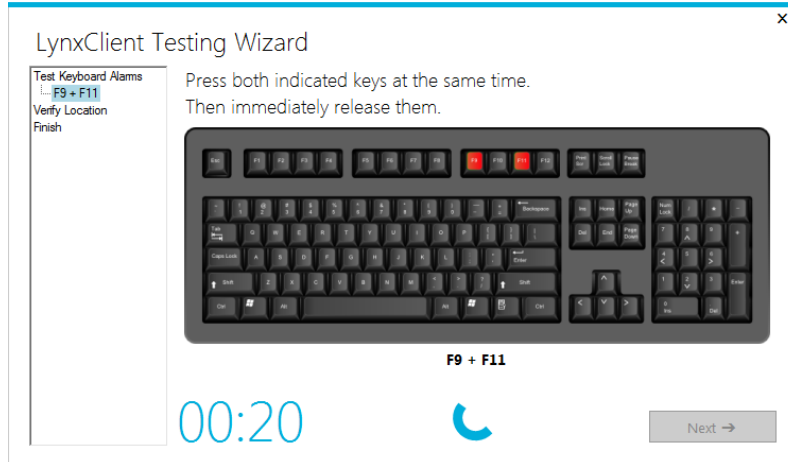
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Quarterly Lynx System Testing:

The Lynx system is tested quarterly. You will receive the pop-up below. Select “Yes”.



You will receive image(s) of a keyboard. Follow the directions on the screen.



You will receive a screen to verify your location. Click “Yes”. Do not change location.

After verifying your location, you will receive a final screen. Click “Finish”.