

Getting Started

A practical guide for Travellers

JULY 2019

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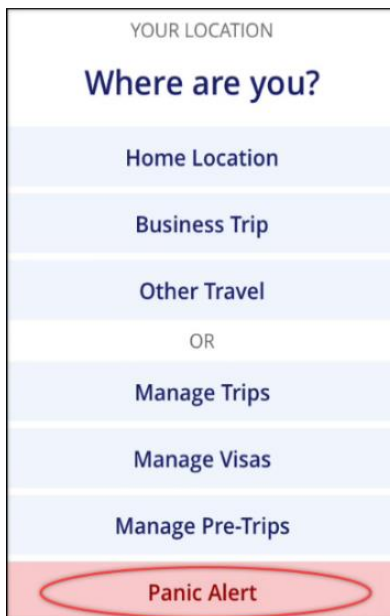
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DUTY OF CARE

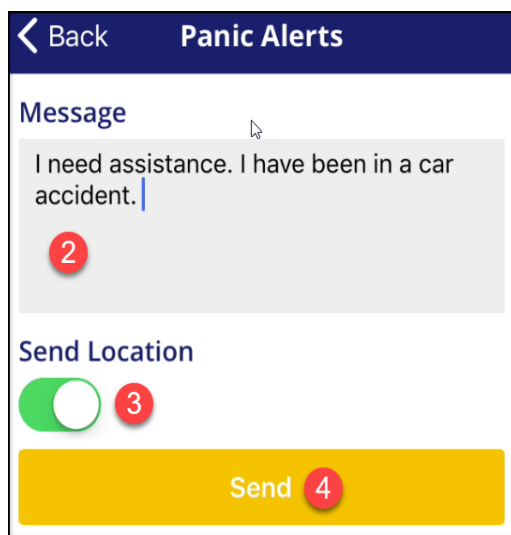
6.01 Sending a Panic Alert Using the App

If you require urgent assistance, you can issue a Panic Alert.

1. Select Panic Alert from the home screen



2. Write a message
3. If you would like GPS to show your specific location, turn Send Location to the on position
4. Select Send



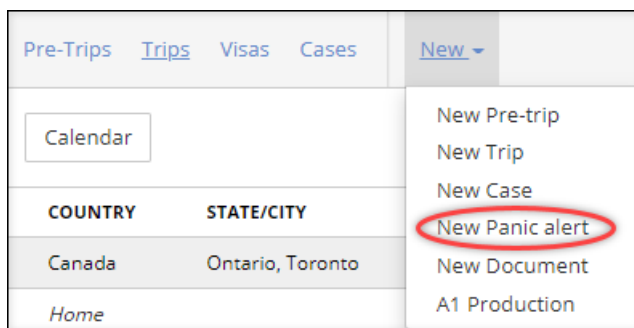
6.02 Receiving an Emergency Alerts on the App

If a critical instance occurs, HR may need to send you a Safety Alert to ensure you are safe. You will be asked to confirm your status by confirming that you are safe or need assistance.

6.03 Sending a Panic Alert using the Portal

If you require urgent assistance, you can issue a Panic Alert from the portal.

1. Select New Panic Alert from the New menu



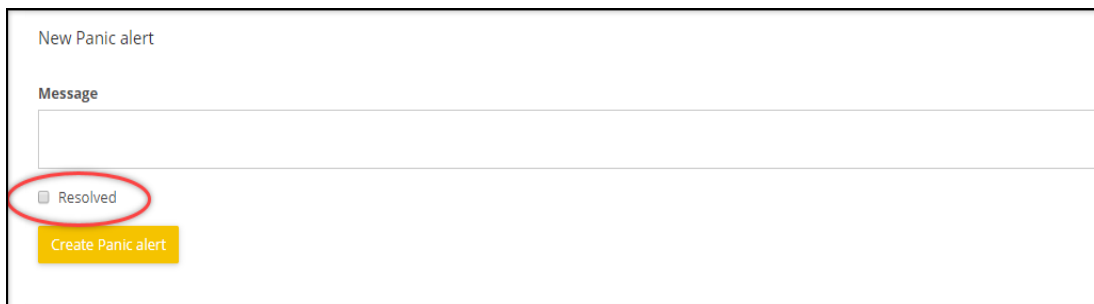
2. Write a message and select Create Panic Alert. The Alert will be sent to a member of your HR team



A screenshot of the 'New Panic alert' form. The form has a title 'New Panic alert' and a 'Message' field. Below the message field, there is a checkbox labeled 'Resolved' and a yellow button labeled 'Create Panic alert' (circled in red).

6.04 Cancelling a Panic Alert using the Portal

To confirm the issue has been resolved and assistance is no longer required, select Resolved.



A screenshot of the 'New Panic alert' form. The form has a title 'New Panic alert' and a 'Message' field. Below the message field, there is a checkbox labeled 'Resolved' (circled in red) and a yellow button labeled 'Create Panic alert'.