SafeZone Check In Timer

The SafeZone Check in Timer function allows UQ Staff and students to obtain immediate emergency assistance from UQ Security with the aid of a new check in timer function. The SafeZone Check In Timer is an added feature for UQ Staff and students working alone or outside normal hours. The check in timer will allow the user to set a period of time for how long they will be working back after hours or for walking to their vehicle.

Once the timer is set, the user will be checked into SafeZone and a timer will commence counting down. When the timer reaches 5 minutes prior to the set time, a notification will appear on your phone with an alert tone advising you have 5 minutes remaining in which the user can then either extend the time required or cancel the timer. Once the check in timer reaches zero an alert will be sent to UQ Security. Security staff will make an effort to call you and send a Security Officer to your location indicated via GPS.

UQ SafeZone Check In Timer

Below is a Step-by-Step ‘how to’ instruction guide on the use of SafeZone Check in Timer.

*Please note that for UQ Security to receive your alerts, you must have downloaded and registered to the University of Queensland SafeZone app.

Step by Step Guide to launch the SafeZone app on your mobile phone

Step 1. Find and open the SafeZone app in the menu screen by tapping on the icon. This will launch the SafeZone app on your mobile phone.
Step 2. To open the ‘Menu’ feature, tap on the 3 lined tab located at the top left corner of the screen: This is indicated by the red box.

A menu list will be displayed. Tap on your ‘name’ tab at the top of the screen to view your profile. This is indicated by the red box.
a. Scroll up to select and enter in details of Mobile, Office location, Medical conditions and Mobility/Access needs for the area you will be working in. This is indicated by the red box.

b. Tap 'Update Profile' to confirm and upload information.

**Step by Step guide to SafeZone Check In Timer function**

c. To use the SafeZone Check In Timer function on your mobile phone, tap on the ‘Check In Timer’ icon at the top of the screen. This is indicated by the red box.
d. A timer will then be displayed that can be set to the desired time. The user can set a time for how long they will be working back on campus or for walking to the car park. The timer can be set in hours and minutes. Once you have entered the time you require tap ‘confirm’. This is indicated by the red box.

![Timer screenshot]

e. The timer will then begin to count down. When the timer has 5 minutes remaining you will receive a notification alert advising your check in session will expire in 5 minutes and will alert UQ Security. You can then tap ‘OK’ and choose to cancel the check in timer or extend it if required by tapping on the timer. This is indicated by the red box.

![Notification alert screenshot]
f. When the timer reaches zero an automatic alert will be sent to UQ Security with location and contact details of the user. The below screen will then be displayed showing the alert has been acknowledged by UQ Security. The user then has the option to ‘Call Security’ or ‘Cancel’ the alert. If the user has not called UQ Security or cancelled the alert a security officer will be dispatched to the user’s location and the control room operator will attempt to contact the user’s mobile phone number. This is indicated by the red box.

![Alert Acknowledged](image)

```
Alert Acknowledged

Call Security
Cancel
```

g. Once the alert has been activated and the user requires assistance, tap the ‘Call Security’ button. A menu will be displayed with the UQ Security Emergency contact number and the user can simply tap ‘Cancel’ or ‘Call’ which will begin calling UQ Security for assistance. This is indicated by the red boxes.

![Alert Acknowledged](image)

```
Alert Acknowledged

Call Security
Cancel
```

```
+61 7 3365 3333
call ended
```

h. Once the alert has been activated and assistance is not required by UQ Security the user can cancel the alert by tapping on the ‘Cancel’ button. A confirmation will appear asking if you want to cancel the alert. Tap the ‘Yes’ button and the alert will be cancelled.

The SafeZone Check In Timer is an added feature for UQ Staff and students working alone or outside normal hours, to share your status with the response team and make it simple and easy to contact UQ Security for assistance if required.