



Te Pākihi o Maru

Together growing hearts and minds

ALARM CALL OUT PROCEDURE

Outcome

That the monitoring of the school alarm is efficient.

Procedures

If the school alarm sounds out of hours the following procedure will be followed:

Allied Alarms will call the following personnel

Person 1

Person 2

First Security (third call)

- **Do not enter the school building or grounds if you don't feel safe - your personal safety is paramount.**
- If contacted by Allied Alarms please go to school and enter your alarm code into the system to deactivate.
- You need to deactivate the alarm first because First Security will be called if the alarm continues for more than 15 minutes. If First Security is called there will be a fee of \$150.00 charged to the school.
- Once deactivated, please wander around the school (turning on all lights) to ensure that all areas are secure.
- If necessary call NZ Police to report any break in or suspicious behaviour.
- Once the building is secured, activate the alarm using personal code.
- Lock the front door upon leaving the building.