***Introduction:***

 The alarm system procedure below will provide the necessary information to gain entry into schools during monitoring hours or outside of normal operating school times. Currently our monitoring hours or outside of normal operating times are Monday – Friday 23:00hrs – 0:630hrs and 24hr each day on weekends including Statutory Holiday’s.

**Prices Alarms Monitoring Station can be contacted: 250-384-2353**

***Procedure for Non Scheduled Opening Event:***

1) Upon entering the facility disarm the building then please contact Price's Alarms immediately or contact Prices Alarms prior to entering the building.

**Price’s will request your security code.**

Your code is SD followed by your 4 digit employee number:

e.g. **SD1234**

Let Price's know how long you anticipate your stay will be, adding some cushion to your time.

If you feel you will be longer than what was explained initially to Price’s then call again to let them know of the change.

2)  When entering codes on the key pad to disarm and arm please push buttons firmly.

3)  Upon leaving site or an unscheduled close, ensure windows are closed and latched if opened and lock areas accessed, leaving buildings as you found them. Before proceeding with arming and lock down procedure ensure no other staff members are on site. If you are unsure if facility is properly armed, contact Prices Alarms to confirm buildings alarm status.

4) Please ensure this procedure has been communicated to existing and new staff that have been added to your facility. This will ensure consistent practice throughout the district with the added bonus of having no guard call outs charged to your site.

*Note:* Continued security guard charges may be charged to the individual.

Facilities Department

Sooke School District 62

MAY 2016