



FALSE ALARM PREVENTION TIPS FOR SCHOOLS



Can you answer these questions?

- ✓ When was the alarm system inspected last?
- ✓ When was the last alarm system training meeting with all staff?
- ✓ Have you identified the parties responsible for the evening and/or weekend use?
- ✓ How do you ensure all people have left the building before arming the system?
- ✓ How do you secure and lock all doors and windows before arming the alarm system?

Develop & Follow A Plan

- ✓ Have the school security director review alarm activation reports daily.
- ✓ Have the Principal work with staff and outside users to determine the arming and disarming time for each monitored area and communicate schedules to the monitoring company.
- ✓ Request your monitoring company use Enhanced Call Verification (ECV), so if they receive no answer at the alarm site, they call another number prior to requesting police dispatch.
- ✓ Schedule annual system inspections.

Control Users

- ✓ Assign individual arm/disarm codes for each system user.
- ✓ Use card access to track who has been accessing the building, and limit to authorized users.
- ✓ Don't give users a key until they are trained in proper use of the alarm system.
- ✓ Arrange periodic user training right before school begins and upon returning from each break.

Review of Your System Design

- ✓ Disarm active areas where access is needed after hours.
- ✓ Nothing of value such as expensive equipment should be placed within arm's reach of windows.
- ✓ An audible alarm must sound at the school site when the system is armed so alarm users can take steps to avoid false dispatches.

