

## **4-04/075.00 Emergency Alarm System**

If a security emergency exists and immediate assistance is needed, the alarm system should be activated. There is an alarm button located in most buildings and courtrooms. Security personnel should be familiar with the procedures established in their specific facility. Supervisors should be briefed as soon as practical whenever alarm activation is required.

Security personnel responding to an alarm should approach the trouble area with caution. They should quickly access the situation before entering the alarmed location. This might prevent an easily handled situation from becoming one which is out of control. All security personnel should review and rehearse the alarm procedures with key management personnel at their facility in case of emergency.

Supervisors shall ensure that security personnel have a working knowledge of their required responses to specific emergencies.

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