

# **Panic Alarm Policy**

## **1.0 Policy Statement**

The City of Mount Pearl takes seriously the safety of its employees. City employees must know how to respond to difficult situations such as interacting with irritated customers or any other situation where staff feel threatened or unsafe.

## **2.0 Background**

All City of Mount Pearl facilities are open to the general public. Implementing panic alarm systems within facilities will give City employees another resource in response to difficult situations.

## **3.0 Purpose**

The purpose of the City's *Panic Alarm Policy* is to ensure that all panic alarms installed in City buildings are functioning properly and personnel are aware of when to activate, how to activate, and what to do while waiting for Law Enforcement response.

## **4.0 Scope**

This policy includes all buildings occupied by the City that are equipped with panic alarms.


## **5.0 Installation or Disconnect of a Panic Alarm System**

Approval to install, disconnect, or to move a panic alarms must be authorized by Department's Director in consultation with Occupational Health and Safety Officer and the Superintendent of Municipal Enforcement.

## 6.0 Procedure

This procedure is not publicly available. City of Mount Pearl employees may access this policy on the internal employee network.

## 7.0 Approvals



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Steve Kent, Chief Administrative Officer

August 14/18

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Date