

## South Otterington CE Primary School

### False alarms

#### Fire Alarm

If you accidentally set off the fire alarm, you must phone the alarm monitoring company on: 01706 694320. This will stop the fire brigade coming out.

The alarm monitoring company may phone the school phone before you make the call, so this must be answered. Make sure that you tell them it is a false alarm.

You can mute the alarm in the Protec panel, then press reset. Next press 0987 on the Veritas panel above. Sometimes if there is smoke near the detector it can take a while to reset, so you may need to keep trying.

#### Burglar Alarm

If you accidentally set off the burglar alarm, you must phone: 01757 213637 and this will stop the police coming out.

Use the usual number to reset the system. If there is a problem - call the above number.

This is the responsibility of the headteacher during the day and the caretaker before and after school.

*There may be times when Big Otters or Pre-School are in the building on their own. It is the responsibility of the respective managers to ensure that a member of staff has responsibility for these procedures.*

Our caretaker, Ian Harter, can be contacted on 07845 922010.

