



False Alarm Prevention Checklist

This checklist is provided as a tool, for use by Regina alarm owners & users, to assist in reducing false alarms. It does not have to be completed and does not need to be returned to the Alarm Coordinator.

Yes	No	
		I have been trained in the proper operation of the alarm system.
		I have been given a summary or “quick reference” operating guide.
		I have been provided a copy of the security system’s operating manual.
		I know how to cancel accidental alarm activation. <u>All</u> other users of the alarm system have been provided with the cancellation code and/or password and know how to use them to cancel a false or accidental alarm.
		I know how to turn off motion detectors while leaving other sensors turned on.
		I know how to test the system, including the communication link with the monitoring center.
		I understand the “delay time” on designated entry/exit doors and I believe this will provide me with sufficient time to enter and exit without causing an accidental alarm. My allowable entry time is _____. My allowable exit time is_____.
		I have the installing/service alarm company’s phone number to request repair service, or to ask questions about the alarm system.
		I understand that continuing to “arm” the entire alarm system <u>after</u> a problem with it has been identified (and <u>before</u> any required repairs have been made) will likely be the cause further false alarms. I will implement appropriate arming or monitoring options in cooperation with my alarm companies, until any needed repairs are completed and tested.
		I have been offered the option of an initial “training” or “no dispatch” period.
		I understand that indoor pets can cause false alarms. I will contact the company that installed (or services) the alarm system to adjust it, if I acquire any additional pets.
		I know where the main control panel and transformers are located.
		I have received an alarm sheet that describes how the alarm company will communicate with me and I know when Police Dispatch will be requested in the event of various alarm signals.
		I understand the importance of keeping my emergency contact (Reference Person) information updated with my monitoring alarm company and I know how to do this.

		I understand the importance of immediately advising the alarm companies I deal with if any of my phone numbers change, including all changes to work and cellular phone numbers
		I understand that <u>any</u> other change to my telephone service, such as the addition of call waiting, a fax line, or high-speed internet connection, may impact on the proper functioning of my alarm system. I will advise my alarm company of any change to my phone services and will test the alarm system afterwards to ensure it's continued proper functioning.
		I have been made aware of City Of Regina Bylaw #2004-24 (The False Alarm Bylaw) which governs the operation of my alarm system and I will comply with all requirements.
		I will advise the alarm companies I deal with if I do <u>any</u> remodeling.
		I understand that certain building defects, such as loose fitting doors or windows, shifting foundations, rodents, inadequate power (including depleted back-up batteries), and roof leaks, can cause false alarms. I will correct any such defects and will have my alarm system re-examined as soon as I become aware of any structural defects, changes or problems.
		The alarm companies I deal with have provided me with a list of false alarm prevention techniques to help me prevent false alarms.
		I understand it is critical, and my responsibility, to insure that all users of the alarm system (such as residents, employees, guests, cleaning people and repair people) are trained in the proper use of the alarm system and that I am responsible for any false alarm they may cause in their use of the alarm system.