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## **USING THE KEYWORTH LONE WORKER ALARM**

### **Instructions for Security Guards**

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#### **1 ISSUING ALARMS**

- 1.1 Staff working on certain activities will be expected to use the Lone Worker alarms. Usually this will be for work on site maintenance or in laboratories at evenings and weekends, but there may be some circumstances when it is necessary during normal working hours.
- 1.2 The user will come to the gatehouse to sign-out an alarm unit. They must complete the log sheet identifying where they will be working. They can choose whether to use a belt or sling.
- 1.3 Alarm units should be maintained on charge continuously and so must be replaced in the charging cradles immediately when returned after use.

#### **2 TRIGGERING AN ALARM**

- 2.1 There are two situations in which the alarm might be triggered:
  - When the user presses the panic button (the alarm will sound immediately).
  - If the unit does not detect motion (the user will have 30 seconds to reset the unit before the alarm sounds at the control panel).

#### **3 SEQUENCE OF ALARMS**

- 3.1 When triggered the system follows a sequence of calls until it is answered:
  - The panel in the Gatehouse will sound an alarm immediately;
  - If the panel is not answered, the system will then call the Security Guards' mobile phone;
  - If the guard still does not respond then the system will call the security company.

#### **4 RESPONDING TO AN ALARM**

- 4.1 Security guards should respond to the alarm following the steps shown in the flowchart shown overleaf.
- 4.2 Before entering an area where the alarm has triggered it is essential to consider whether it is safe to do so. Take particular note of the instructions in the emergency protocols and any alarms outside the room.  
**Remember: at no time should you put yourself or anyone else in further danger.**



**Responding to an alarm:**

