



## ANNUAL ALARM SYSTEM USER CHECKLIST FOR FALSE ALARM PREVENTION

\*\*\*This checklist is provided by the Edmonton Police Service as a resource guide to assist alarm users regarding the proper use of their alarm system.\*\*\*

YES	NO	<b>ALARM SYSTEM USER FALSE ALARM PREVENTION CHECKLIST</b>
		I am aware of the City of Edmonton Alarm Systems Bylaw #10922, including the fees and fines associated with police response to a false alarm.
		I have been properly trained to operate my security system by the alarm company. I have been provided with an operator's manual.
		I know how to cancel any accidental alarm activation, and know all the proper codes and their usage.
		I keep the alarm monitoring company's phone number accessible so that I can cancel false alarms quickly.
		All other users of the system have been provided with all the necessary codes and have the knowledge to cancel any alarm. This includes employees, cleaning staff and frequent guests.
		I know how to test the system, and am aware that I must contact my alarm company to advise them of any testing (including battery changes) that are due to take place <b>prior</b> to any such testing.
		I have been provided with my alarm company's Technical Support number to request repair service to my system.
		I understand that continuing to arm my alarm system after a problem has been identified will likely cause future false alarms. I understand that my alarm company should be notified of any problems with the system at the first sign of any issue.
		I understand that pets have the ability to set off motion detectors. I have made my alarm company aware of any pets in the home.
		I understand the importance of keeping my information up to date with my alarm company. I will advise my alarm company immediately if any phone numbers change for myself and keyholders.



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		I understand the importance of keeping my Alarm Permit information up to date with the Edmonton Police Service. I will advise the Edmonton Police Service Alarm Control Detail if any phone numbers change for me or my designated keyholders.
		I understand I must advise my alarm company of any remodelling/construction that is to take place.
		I am aware that any structural defects such as loose fitting doors or windows, rodents/pests, and inadequate power sources may cause false alarms. I will correct any defects when they arise.
		I understand it is crucial that <b>all</b> users of the alarm system (including residents, employees, cleaners, and frequent visitors) have proper knowledge on the use of the system and for arming and disarming the system. I understand I am responsible for any false alarms caused by other users.
		I understand that I have __ seconds to exit the premises after arming the system, and that I have __ seconds to disarm the system upon entry. If I find my allotted time is not sufficient, I will request a change to my alarm company.
		I am aware of the intended usage of a panic/duress alarm. I understand the false alarm risk of having my panic/duress code one digit different than my normal code.
		I understand that false alarm fees are to be paid within 60 days of receipt of the invoice. Failure to pay my false alarm fee will result in my alarm permit being cancelled.