

Booth Library Alarm System Operating Instructions for Emergencies

Toggle
switches.
Up=on.
Down=off.

This panel is located at the Circulation Desk on the east wall. It is labeled **REMOTE COMMAND CENTER**.



To activate the Public Address system, turn on the **ALL SPEAKERS TALK** and **AUDIO OVERRIDE** switches. Press and hold the "talk" button on the microphone. An alert tone will sound twice. After this, make your announcement and return the microphone to its holder. **Remember to return both switches to the "off" position when you are done.**

ALL CLEAR Flip this switch and the system will make the following announcement: *"May I have your attention please. May I have your attention please. The emergency has been investigated. You may return to the building."* (Sounds 4 times) **After the announcement, return the switch to the "off" position.**

SEVERE WEATHER Flip this switch and the system will make the following announcement, preceded by two piercing siren noises: *"May I have your attention please. May I have your attention please. A severe weather warning has been received. Please walk to the nearest designated safe area. Stay away from windows and glass. DO NOT use the elevator."* (Sounds 3 times) **Do not wait for the announcement to finish; leave the switch in the "on" position and carry out emergency procedures. After an all clear signal has been received, return the switch to the "off" position.**