

# APG Train Station Unlock/Lock Up Procedures

## Unlocking the Studio

- walk around the building for signs of unauthorized activity or entry to ensure the building appears safe to enter.
- unlock studio door, when you open the door the security system should start beeping.
- enter your code on the keypad
- if alone, lock the door and arm the system in stay mode.

## Locking up the Studio

1. Lock the kiln room.
  - a. Check the kiln room, including the spray booth area to ensure no one is still in there
  - b. shut off the lights
  - c. lock the door.
2. Lock the glaze room.
  - a. Check that all the glazes have lids on them
  - b. Check that the space heater (red one mounted at the ceiling) is off
  - c. Shut the lights
  - d. Lock the door.
3. Lock the shop.
  - a. Check that the shop outside door locks are all locked.
  - b. Make sure no one is in the bathroom.
  - c. Shut the lights off.
  - d. Lock the door.
4. Check the studio room.
  - a. The wheels are shut off
  - b. The damp cupboards that they are closed properly.
  - c. The blinds are pulled
  - d. The radio is off
  - e. The sink bucket has been emptied
  - f. The room is clean and tidy
  - g. Gather your possessions by the door ready to leave.
5. Arm the system
  - a. You will only have 60 seconds to leave once you arm the system
  - b. Ensure the door is closed before arming the system**
  - c. Touch the screen to cancel the screen saver
  - d. Touch the "system disarmed" icon (two options will come up)
  - e. Touch the "arm away", 60 second timer will start.
  - f. Shut the lights off and leave the building
  - g. Lock the door

- h. Check that the door is actually locked. Sometimes the deadbolt does not completely engage due to building shift or the weather so just give the door a check to ensure the lock is set properly.
- i. Check the shop door as well.

## When things go wrong

1. Problems with building inside or out when you arrive (ie: the security system alarm is blaring, or there appears to have been illegal activity in or around the building).
  - Be safe first. If there is imminent danger, call 911 or if danger is past, call the police to make a report.
  - Follow up with a call the the APG president
2. You set off the alarm when you enter the building
  - Don't panic (hard to do when the alarm is blaring in your ear)
  - Telus should call the shop phone. If you don't answer it, they will call the police (at least they are suppose to). The code word is "Mud"
  - Call the Key Coordinator (number is by the alarm and hopefully my phone is not on silent) to disarm the system for you. I can do that for you remotely. If you can't get a hold of me, call Terry Yoxall, her number is on the studio door.
3. You have trouble arming the system when you leave (it has happened)
  - First try calling the Key Coordinator, I can see if I can fix the problem by arming the system remotely.
  - If you can't get ahold of me, call Terry Yoxall and she can contact Telus for help