

14.07 Administrative Campus Alarm System

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc., to provide a safe work environment for Administration campus employees by enabling Administrative receptionists and other personnel to discretely notify local law enforcement in event of a threatening situation.

Procedure:

Alarm “panic buttons” are installed at the receptionists’ desks located at both 55 and 65 South Fifth Street buildings as well as in the Used Car Lot Office located at 36 Wilson Street. The panic buttons activate a silent alarm, which is immediately received by the Newark Police Department.

Personnel must activate the alarm during *any* situation that is perceived by them to be potentially or actively threatening to person and/or property. Perception of a possible hostile situation may not be readily apparent and personnel are urged to activate the alarm when in doubt.

During a hostile encounter, personnel are urged to remain calm, cooperate with the aggressor, and take measures to avoid any physical confrontation.

An Incident Report must be completed by any employee who has experienced a hostile situation.