

Central Arizona College Burglary/Fire Alarms- General Procedures

Purpose:

To provide staff with procedures to regulate and standardize the intrusion and fire alarm systems throughout the district.

Definitions (for purposes of these procedures only):

Responsible person: the individual designated by the college as responsible for all site activities, coordination for classroom use, and overall site authority.

Alarm users: personnel designated and approved by the responsible persons to have alarm panel access and activation codes at a specific site.

Point of contact: designated personnel with master keys to the specific campus or center; these personnel will respond when an alarm is activated after normal business hours.

Procedures:

A. New systems

1. The responsible person at a new facility requesting an alarm system must contact the campus police department and request a site survey visit. The purpose of the visit is to assess security and fire needs, concerns by staff, and finalize a recommendation to Administration on the most suitable system based on need. The purchase or installation of any intrusion (burglary) or fire alarm equipment by departments other than the Purchasing Department is prohibited.
2. Once approval is obtained, the police chief or designee will contact alarm companies and obtain quotes for a new system. Selection will be made in coordination with the Purchasing Department to ensure procurement procedures are followed and the college receives the best pricing possible.
3. Alarm contracts may only be signed by the Purchasing Director or designee. The cost of any alarm installation and monitoring contracts shall be assessed to the operating budget of the respective campus or center.
4. Final site inspection and approval will be coordinated jointly by the police department and the responsible person at the new facility to ensure

satisfaction with the installation, knowledge of the alarm's operation procedures, code selection, and that all needs are met. This final inspection will include providing the chief of campus police or designee a list of alarm users.

5. The person responsible for the facility will supply the chief of campus police or designee with a list of three points of contact for after hours alarm activation, along with a list of staff requiring the alarm activation code. This information must be provided to the chief of campus police or designee before the alarm becomes operational. This person shall also provide instructions to staff, to include:
 - a. Responsibilities of individuals with an alarm code
 - b. Brief description of standard police alarm response procedures
 - c. Alarm functions
 - d. Procedure for activating/deactivating alarm
 - e. False alarm procedures
6. The chief of campus police or designee shall complete an alarm permit request, if one is required by local ordinance, and submit it to the proper city or county. Once the permit approval is received, a copy will be provided to the responsible person at the site, along with notification the alarm may be activated. A file of alarm permits will be maintained by the police department. Points of contacts at each site shall be updated annually by the department.
7. The chief of campus police or designee will provide a copy of the alarm permit to the Business Office for insurance purposes. The chief of campus police or designee, working with the responsible site person, will develop written procedures specific to the site. These procedures will be disseminated by the responsible person to each authorized user.
8. Once the new alarm has been installed and activated, the site responsible person must ensure the procedures in section B are followed.

B. Existing Systems

1. Every person responsible for a center or campus with an alarm system must provide campus police with the following information:
 - a. a list of after-hours contact persons (for alarm company)
 - b. a list of persons who have been given access to activate/deactivate the alarm panel via a code, and said code
 - c. the current password to confirm identity with the monitoring company
2. The chief of campus police or designee shall be responsible for ensuring every staff member operating an alarm system has received instructions from the responsible person, and maintain documentation on file.
3. Deactivating alarms at start of the work day:
 - a. Alarm users responsible for deactivating alarms at the beginning of the work day should have a consistent arrival time, to assist the rest of the staff in determining their arrival time and minimize staff having to wait for alarm deactivation. Preferred practice is for staff to notify another alarm code holder if the staff that normally opens the facility will be late or not at work that day.
 - b. Generally, the alarm system will provide a delay of approximately 30 seconds upon entry, to allow staff to enter the deactivation code into the control box keypad next to the door. Exact procedure may be different at each location, check with your supervisor.
 - c. Alarm users activating the alarm by mistake is a common event, particularly with new users. If an alarm is activated by mistake (you will hear it) immediately contact the monitoring company for your location (the telephone number and password is provided by your site responsible person). The monitoring company will confirm the pre-established password with you; once that is done inform them it was a false alarm.
4. False alarms that are not called in promptly, may result in a law enforcement response. All alarm ordinances in the various jurisdictions carry fines after a certain number of false alarms. Please prevent this by following proper activation and deactivation procedures.

- a. If you are present upon arrival of police officers, please be particularly cautious in your behavior. Keep your hands out of pockets or purses and in full view of the police officer(s). Stand still, identify yourself (your visible CAC ID card will be very handy at this time), and comply with the officers directives.
 - b. Assure the officer(s) you are an authorized user and will be able to deactivate the alarm if permitted to do so.
5. Point of Contact (POC) are designated personnel with keys and access to the specific campus or center after normal business hours. All law enforcement agencies, before an alarm permit is issued, require a minimum of two or three points of contact listed in the alarm application.
- a. The primary responsibility of the POC is to ensure that, when notified by the alarm monitoring company, they request the monitoring company contact the appropriate agency (police or fire) to respond to the location. The POC must also respond to the location to assist public safety agencies with access to the building, if necessary.
 - b. POC's should remember their duties should never preempt their personal safety. Never approach a location until public safety agencies are present. If a POC does not see any police or fire personnel present, she/he should not stop, drive to a safe place, and call the local police to ensure they are enroute. If unsure of next step, remember our campus police officers are on duty around the clock and may be called for advice at (520) 836-9655.
 - c. Once a POC, with police presence, has determined a fire or a burglary did occur, she or he should make notification to a supervisor. False alarms reports to supervisor can wait until the next business day.