

## COLORADO STATE UNIVERSITY POLICY TEMPLATE

Policies of Colorado State University	Chapter # 6 Chapter Name Public Safety & Risk Mgmt (e.g., Chapter 03- ID #8826 - Human Resources)
Policy Title LIFE/SAFETY ALARM POLICY	

### 1. **Policy Title**

COLORADO STATE UNIVERSITY LIFE/SAFETY ALARM POLICY

### 2. **Policy Statement**

*State the requirement or provision which this policy is placing on/extending to the University community and why but not including how-to procedures. Generally one paragraph.*

The University maintains central alarm systems that monitor security, fire and safety systems. The operation and management of the security, fire and safety systems is under the direction of the Vice President for University Operations. All non-maintenance (e.g. fire, panic, holdup, AED alert, and other such alarms) installed on the Colorado State University campuses are subject to this policy and oversight by the Alarm Safety Committee (ASC). All new alarm systems and modifications to existing alarm systems must be reviewed and approved by the ASC. No alarm will be approved or allowed to report to CSUPD until all requested information is received.

The Alarm Safety Committee reports to the the Vice President for University Operations in the following areas:

- Review of requests for installation or modification of any alarm system
- Review of response protocols for alarm systems
- Review of existing alarm systems to determine necessity for any changes

### 3. **Application of Policy**

*Briefly describe to whom the policy applies*

This policy applies to all campus departments that have, or that will have, life/safety alarm systems installed at a location under their control.

### 4. **Exemptions**

*Identify any exemptions to this policy*

This policy does not apply to maintenance alarms or other types of alarms that are not related to Life/Safety issues.

### 5. **Definitions**

*Define terms that have specialized meanings in the policy. Please list definitions in numbered format and alphabetical order.*

- Alarm Safety Committee (ASC): A committee comprised of representatives from Environmental Health Services, Facilities Management (FM), Colorado State University Police Department (CSUPD), Risk Management (RM) and Academic Computing and Networking Services (ACNS).
- Responsible Department (RD): the home department or unit of the Responsible Party
- Alarm Request Form (ARF): Form required to be submitted for review and approval by the ASC.
- Responsible Party (RP): A CSU employee within the academic, administrative or other unit or department where an alarm system is installed, who has primary

responsibility for administering access to an alarmed location and acts as liaison to the ASC.

- User: Any person who is granted access to an alarmed location by use of an alarm code or key.

## **6. Procedures and Responsibilities**

*Describe substantive procedures and duties fundamental to the policy, not internal departmental procedures. Include the office or person responsible for each procedure or duty.*

*Initiating a Request for Alarm Installation or Upgrade.* Departments desiring installation or modification of any alarm system are required to initiate a request through the Facilities Management Dispatcher. Facilities Management (FM) will contact all affected departments as needed, including (but not limited to) Environmental Health Services (EHS), Colorado State University Police Department (CSUPD), Risk Management (RM) and Academic Computing and Networking Service (ACNS). An investigation into the need for the proposed system or modification may be performed. A meeting with the Responsible Party and others may be required to determine whether an alarm is appropriate or other mitigation strategies should be used instead of, or in addition to, the proposed alarm. A formal Alarm Request Form (ARF) will need to be submitted to Facilities Management for review by the Alarm Safety Committee (ASC) for approval. No alarm system will be placed 'In Service' with CSUPD until the ARF has been approved by the ASC.

Investigations for the need of any new alarms or upgrade of an existing alarm system will be conducted for the ASC by the CSUPD and other Committee members as required, and will be evaluated based on a risk assessment of the level of security that is needed and other mitigation strategies or procedures that may be available to address the expected level of risk.

Only alarms that pertain directly to safety and security (fire, criminal acts, and health) will be connected to the central CSU alarm systems that are monitored at CSUPD Communications Center.

The RP is responsible for proposing how CSUPD shall respond to these alarms originating from his/her area of responsibility. Proposals for response protocols must be cleared with a representative of the CSUPD prior to activation for the best service and respect for officer safety. The CSUPD will have a unique passcode for these alarms, independent from the alarm passcodes issued for the users.

It is the responsibility of the department to have personnel available to respond to the site in the event of an alarm condition. CSUPD has the prerogative as the dispatching agency to request a departmental RP to respond to an alarm condition for the purposes of re-securing and arming the system or discerning the cause of the alarm. If no RP is available and is deemed a necessity by CSUPD, a Facilities Management Alarm Technician may be called to service and rearm the system with a CSUPD officer. At the discretion of Facilities Management, this service may be subject to a two hour overtime service charge.

Initial training will be provided by personnel that installed the alarm system. Additional training may be provided by the appropriate member(s) of the ASC or their designees.

No change or modification may be made to an alarm system without oversight by the ASC.

Alarms required by code or University regulation will be installed as soon as practical under the direction of FM.

The Responsible Department will be responsible for any misuse of an alarm system.

## **7. Costs**

Annual charges will be assessed to the Responsible Department to cover the costs of maintenance, testing, readiness and response.

Additional charges may be billed to the Responsible Department for misuse, damage or false alarms. This will be decided by the ASC.

Removal of the system will be required in the event of continued misuse, damage or false alarms. The decision to remove a system will be determined by the ASC.

If an alarm is being deactivated, removal costs will be billed to the respective department. Departments are to keep the Responsible Party designation and contact information accurate and up-to-date at the Colorado State University Police Department (CSUPD) Communications Center. This information is required to be provided each year no later than September 1. Changes are required to be sent to the CSUPD Communications Center promptly.

## **8. Reference and Cross-References**

*List related Board of Governors Policies, institutional policies, statutes, and regulations that provide helpful, relevant information*

## **9. Forms and Tools**

*Include information on any forms and/or tools required for compliance with the policy as well as how to obtain such forms and/or tools.*

Request for Alarm System form: [www.facilities.colostate.edu/files/forms/alarm.pdf](http://www.facilities.colostate.edu/files/forms/alarm.pdf)

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**Policy Title:** \_\_\_\_\_ Life Safety Alarm System \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(Vice President for University Operations)**

**Policy Effective Date:** \_\_\_\_\_

**Chapter:** \_\_\_\_\_ 06 – Public Safety and Risk Management \_\_\_\_\_

-end-

# Request for Alarm System

Date: \_\_\_\_\_  
 Request Made By: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Department/Department Head: \_\_\_\_\_  
 Building/Location: \_\_\_\_\_ Room(s): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

Responsible Party (RP) Contact: (3 Required)

Name	Office Phone	Home Phone	Cell
1.			
2.			
3.			
4.			

What type of alarm system is being requested? (Check all that Apply)

- Fire Alarm (PFA and CSUPD Response)
- Intrusion Alarm (CSUPD Response.)
- Panic Alarm (Immediate CSUPD Response)
- Hold Up Alarm (Emergency CSUPD Response)
- Refrigerant Alarm (Life Safety – CSUPD and EHS Response)
  
- New Installation
- Remodel/Relocation
- Custodial Access (Keyswitch Required)
- Local Non-Reporting
- Disconnect

**Associated Costs** (Installation and equipment costs are the responsibility of the customer)

Charge	Amount
Alarm - Facilities Maintenance, Testing (Annual Cost)	Provided with Alarm Installation Costs
Alarm - CSUPD Response (Annual Cost)	Provided with Alarm Installation Costs
After Hours False Alarm Reset	Two Hour Overtime Trip
Misuse, Unreported Damage, Continued False Alarms	Will be Reviewed by the Alarm Committee for Actions to be Taken to Resolve the Issue(s)
Damage	Costs Associated to Repair Damage
Deactivation	Cost Associated With Removal

*Signing below acknowledges that the requestor has received and read the University Alarm Policy and agrees to comply as stated.*

Requestor's Signature: \_\_\_\_\_

Return completed form to Facilities Management Dispatch or call (970) 491-0077.

- Alarm Safety Committee Approved.
- Alarm Safety Committee Disapproved.

Authorized Signature (ASC Representative): \_\_\_\_\_ Review Date: \_\_\_\_\_