Policy Number: 464

Policy Title: Panic Alarm Policy

Policy Council Review Date(s): 1/15/14

PPPAB Approval Date:

POLICY:

It is the policy of Georgia Perimeter College to use the technology of panic alarms where it is deemed necessary in order to better ensure the safety of its employees, students, and visitors on its campuses.

All non-maintenance alarms (e.g. fire, panic, holdup, AED alert, etc.) installed on the Georgia Perimeter College (GPC) campuses and locations are subject to this policy and oversight by the EVP of Financial and Administrative Affairs, Office of Information Technology (OIT) and GPC Public Safety (DPS). Telephone based panic button is the recommended technology.

The Offices of Information Technology and Public Safety make recommendations to the GPC Executive Vice President of Financial and Administrative Affairs for 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

PROCEDURE:

Application of Policy

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

Panic-alarms generally are available to the following areas:

- College President and respective staff of the President’s Office/suite.
- College Vice Presidents and respective staff of the Vice President’s Office/suite.
- Campus deans and respective staff of the Campus Dean’s Office/suite.
- Service counters where the primary service is the handling of cash.
- Other areas that are considered “high risk” and are recommended by a Dean or Vice President AND approval of the Executive Vice President.

Exemptions

This policy does not apply to maintenance alarms or other types of alarms that are not related to Life/Safety issues.
Exceptions to these guidelines must be approved by the Executive Vice President, the Office of Information Technology, and the Department of Public Safety.

**Definitions**

- 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 OIT.
- Responsible Party (RP): A GPC employee within the administrative unit or department where an alarm system is installed, who has primary responsibility for administering access to an alarmed location.
- User: Any person who is granted access to an alarmed location by use of an alarm code or key.

**Procedures and Responsibilities**

Investigations for the need/feasibility of any new alarms or upgrade of an existing alarm system will be conducted for GPC by the OIT and the DPS members as required, and will be evaluated based on a risk assessment of the level of security that is needed. Other mitigation strategies or procedures that may be available to address the expected level of risk may be considered.

Proposals for response protocols must be cleared with GPC Public Safety Director prior to activation for the best service and respect for officer safety.

Upon acceptance of using the panic button feature the end user agrees to accept responsibility to promptly notify the OIT service desk of any relocation of persons and phone equipment. Not doing so will result in inaccurate information being stored in the phone and could result in a wrong response by public safety personnel in the event of pushing the panic button.

It is the responsibility of the Public Safety Department to have personnel available to respond to the site in the event of an alarm condition. Public Safety 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 Public Safety, an OIT Alarm Technician may be called to service and rearm the system with a GPC public safety officer.

Initial training will be provided by personnel that installed the alarm system. Training must be completed prior to activating the alarm. No change or modification may be made to an alarm system without oversight by OIT and GPC Public Safety. Changes will be requested and documented through the OIT Change Management system. Alarms required by code or college regulation will be installed as soon as practical under the direction of the EVP.

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

**Costs**
Charges may be billed to the Responsible Department for misuse, damage or false alarms. Such charges will be determined by the Executive Vice President.

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 EVP. If an alarm is being deactivated as a result of misuse, 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 GPC Office of Information technology. This information is required to be provided each fiscal year no later than September 1st.

Request for Moves, Adds, and Changes should be sent to Public Safety for review and approval.