**The University of North Carolina at Chapel Hill**

**Research Laboratory Freezer Alarm Policy**

**Purpose**

To insure that research laboratory freezer alarm systems (freezer alarms) are functional and compatible with existing monitoring equipment, this policy establishes guidelines for all university departments relating to the request for and installation and operation of freezer alarms.

**Policy**

Colleges and departments located on University property may request the installation of freezer alarms to protect sensitive, often irreplaceable, research from temperature damage. Only the freezer alarms installed by the UNC Chapel Hill Facilities Life Safety Electronics Shop are sanctioned by the University. All alarm systems are required to be enrolled in the preventative maintenance program.

**Procedure**

I. Installation

1. Any system installed shall be compatible with and connected to the central station monitoring station, which is owned and maintained by UNC Facilities Services.
2. The Life Safety Electronics Shop of UNC Facilities Services will install the equipment.
3. The cost of installation is the responsibility of the college or department requesting the alarm system.
4. The alarm systems coordinator in the Life Safety Electronics Shop will verify the completion of installation and ensure the alarm system is functioning properly.

II. System Maintenance

1. The cost of service, repair, and the preventative maintenance inspections conducted tri-annually are the responsibility of the college or department owning the alarm system. Costs and annual charges will be assessed to the user to cover upgrade and maintenance of the central station receiver software and equipment located in the Department of Public Safety Telecommunications Center.
2. Colleges or departments that wish to have freezer alarms installed are required to participate in the Life Safety Electronics Shop preventative maintenance program to ensure system functionality. This program consists of three inspections per year which include:
3. Test for proper system operation
4. System Back-up battery inspection
5. System communications inspection
6. Audit of emergency personnel notification data

III. Alarm Response

1. Department of Public Safety police response to freezer alarms will be in accordance with Department of Public Safety General Orders. These policies are available by contacting the UNC Chapel Hill Director of Public Safety.
2. It is the responsibility of the individual department to provide the Life Safety Electronics Shop with up-to-date contact information for all alarm systems. This information is required as soon as changes are made.

**The University of North Carolina at Chapel Hill**

**Panic/Duress Alarm Policy**

**Purpose**

To insure alarm systems are functional and compatible with existing monitoring equipment, this policy establishes guidelines for all university departments relating to the request for and installation and operation of panic/duress alarms.

**Policy**

Colleges and departments located on University property may desire to install panic/duress alarm systems where assets and/or sensitive property are of sufficient value to warrant protection. A panic/duress device may also be installed to assist personnel who work alone and/or perform job functions that pose certain risks. A proposal for the installation or expansion of an alarm system that is to be monitored and responded to by the Department of Public Safety must be submitted to and have prior approval of the Director/Chief of Police or his/her designee.

**Procedure**

I. Installation

1. Any system installed shall be compatible with and connected to the central station monitoring station, which is owned and maintained by UNC Facilities Services.
2. The Life Safety Electronics Shop of UNC Facilities Services will install the equipment.
3. The cost of installation is the responsibility of the college or department requesting the alarm system.
4. University departments receiving approval for installation or expansion of panic/duress alarms will schedule a meeting between the department head and representatives from the Department of Public Safety and the Life Safety Electronics Shop. At this meeting the security needs of the department, type of system or device to be installed, and applicable costs will be discussed.
5. Representatives of the Department of Public Safety and the Life Safety Electronics Shop will make an onsite inspection of the area to be alarmed. A basic installation plan and estimate for the alarm system will be prepared. The alarm installation plan shall meet the following criteria:
	1. Alarm systems must be compatible with the central station monitoring software located in the police dispatch center.
	2. Panic/duress buttons will only be installed after an initial threat assessment by the Department of Public Safety’s Crime Prevention Officer has been performed for the individual location. No Panic/duress buttons will be installed in such a way as to allow access by the general public.
6. The alarm systems coordinator in the Life safety Electronics Shop will verify the completion of installation and ensure the alarm system is functioning properly.

II. System Maintenance

1. The cost of service, repair, and any maintenance to include quarterly testing is the responsibility of the college or department requesting the alarm system. Costs and annual charges will be assessed to the user to cover upgrade and maintenance of the central station receiver software and equipment located in the Department of Public Safety Telecommunications Center.
2. Colleges or departments that wish to have panic/duress alarms installed are required to enter into a maintenance agreement with the Life Safety Electronics Shop to ensure system functionality.

III. Alarm Response

1. Department of Public Safety police response to alarms will be in accordance with Department of Public safety General Orders. These policies are available by contacting the UNC Chapel Hill Director of Public Safety.
2. It is the responsibility of the individual department to provide the Life Safety Electronics Shop with up-to-date contact information for all alarm systems. This information is required as soon as changes are made.

IV**. False or Malfunctioning Alarms**

* 1. The Department of Public Safety will have the discretion to assess a fee for responding to repeat false alarms.
	2. An alarm activation is false when police response indicates no unauthorized entry, break-in, or other type of crime was committed or attempted which would have caused activation with a properly functioning system.