



SUBJECT: Panic/Duress Alarms	Effective Date: 11-16-15	Policy Number: 1.17	
	Supersedes: New	Page 1	Of 3
	Responsible Authority: Assistant Vice President, Public Safety		

APPLICABILITY/ACCOUNTABILITY:

This policy is applicable to all members of the University community and establishes University guidelines for panic/duress alarm installation and usage on University sites with a law enforcement presence 24 hours a day. Sites without a law enforcement presence may utilize the same alarm monitoring company the fire alarms are using.

POLICY STATEMENT:

The University utilizes panic/duress alarms in areas meeting a defined criteria to allow community members to contact the University Police Department via silent alarm. Those areas authorized panic/duress alarm installations must meet the defined criteria, participate in quarterly testing, annual training, and bi-annual review of conditions resulting in the installation. Activation of a panic/duress alarm requires a law enforcement response. Unarmed, non-sworn personnel will not be dispatched.

DEFINITIONS:

Panic/Duress Alarm: A device installed in a concealed location that notifies the University Police Department of a silent alarm activation on the central monitoring station.

PROCEDURES:

A. Approval:

Departments wishing to install panic alarms will submit a request to the AVP of Public Safety through a [web form](#). The form will be reviewed by the AVP of Public Safety or designee based on criteria contained in this policy. Once approved, Security Technology Services (STS) will provide the requestor a quote for equipment installation. All costs of equipment installation and maintenance are the responsibility of the requesting department.

Criteria for Consideration:

- Must be based upon objective threat assessment:
 - o Drug dispensing
 - o Mental health counseling
 - o High volume cash collection points
- High Profile Threat Locations
 - o President's Office
 - o Provost's Office
 - o Dean of Students' Office
- Isolated, after hours operations with significant public contact
- Previous incidents of actual acts of violence

High traffic areas do not automatically qualify absent additional threat assessment factors. There are multiple areas throughout the campuses that deal with irate students, parents, or members of the public. Those areas with multiple faculty/staff present or within earshot would not warrant alarms absent additional threat assessment factors.

B. Installation:

STS will select the panic/duress button equipment and install it in a location that is not susceptible to being triggered accidentally while readily accessible to the user.

C. Activation:

A user in immediate duress that would not be able to otherwise call 9-1-1 due to imminent physical harm will activate the panic button, triggering an emergency response by University Police. As soon as it is safe to do so, the activating party or another university member should call 9-1-1 to update University Police with key information. The calling party should remain on the line with University Police and provide all requested information.

D. False Activation:

In the event of an accidental activation, the user shall notify University Police immediately so response can be adjusted accordingly. Activation of the panic/duress alarm (unscheduled testing) to see/determine what type of response the officers have is prohibited.

E. Testing:

STS will coordinate with the end user to schedule the testing with University Police. Button will be activated and receipt in dispatch confirmed. Frequency of testing will be set by University Police.

F. Review:

Every two years, the Assistant VP of Public Safety (or designee) shall review all of the currently installed panic/duress buttons and determine if all still meet the criteria to require a panic/duress alarm. If the criteria is not met, a letter shall be sent to the Dean/Director giving notice the equipment will be disconnected and removed from service.

G. Training:

Training by the form of written material or verbal instruction will be reviewed with the end user as well as the supervisor for the area upon installation. Information will be reiterated during the testing and or as requested by the supervisor.

INITIATING AUTHORITY: Assistant Vice President, Public Safety

POLICY APPROVAL
(For use by the Office of the President)

Policy Number: 1.17

Initiating Authority

Signature: _____ Date: _____

Name: Charles Lowe

Policies and Procedures

Review Committee Chair

Signature: _____ Date: _____

Name: Elizabeth F. Rubin

President

Signature: _____ Date: _____

Name: Dr. John Kelly

Executed signature pages are available in the Office of the General Counsel