PANIC ALARM PROCEDURES

Texas A&M University-Texarkana

University Police Department

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1.0 PURPOSE

The purpose of the Texas A&M University-Texarkana Police Department (UPD) Panic Alarm Procedures is to ensure that all installed panic alarms in Texas A&M University-Texarkana occupied buildings are functioning properly and personnel are trained to be aware of when to activate, how to activate, and what to do while waiting for Law Enforcement response.

2.0 SCOPE

A. This procedure includes Texas A&M University-Texarkana occupied buildings that are equipped with panic alarms and repeaters, including:

   University Center

   Science and Technology

   Central Plant

   Bringle Lake Village (Residence Hall)

   Building for Academic and Student Services

   Recreation Center

3.0 INSTALLATION OF A NEW OR DISCONNECT OF A PANIC ALARM SYSTEM

A. An application to request the installation, disconnect, or to move a panic alarm is located at the Texas A&M University Police Department website under “Panic Alarm”.

4.0 PROCEDURE

4.1 Panic Alarm Systems and Procedures

A. In any threatening situation, it is important to be confident that all security systems are in working order.

4.2 Maintenance and Testing of Panic Alarm
A. Details of all malfunctions or maintenance requirements should be reported to the Texas A&M University Police Department (903-334-6611). This includes battery replacement for the handheld panic buttons and mushroom buttons.

B. The Panic Alarm system is to be routinely tested quarterly by the UPD and the results recorded on the Panic Alarm Log. Log activity should be retained for a period of three (3) calendar years.

5.0 ACTIVATION OF A PANIC BUTTON AND LAW ENFORCEMENT RESPONSE

5.1 Activating the panic button

A. In the event of an emergency such as an active shooter, bomb threat, stabbing or if in fear of immediate bodily harm or injury for yourself and others, the alarm should be activated. The panic alarm should not be activated unless it is an emergency. A disagreement with another staff member, faculty, student or visitor does not constitute an emergency unless the situation deteriorates to an act of violence. This alarm is intended for immediate police response to address an emergency and should not be abused for minor issues. As always, UPD can be contacted by calling 6611 on any campus phone or by cell phone at 903-334-6611.

B. After the alarm has been activated, the front desk staff should excuse themselves from the area by saying they need to retrieve a file to obtain the information requested and immediately leave the area.

5.2 Law Enforcement Response

A. Once the panic alarm is activated, Law Enforcement will respond. Law Enforcement will treat all panic alarms as an emergency and will respond in a deliberate manner while ensuring officer safety.

B. All staff and faculty members shall avoid activating a false panic alarm. Law Enforcement responds to these types of alarms as emergencies and may cause unnecessary panic and stress on other staff members and faculty as police officers respond to an emergency. There may be certain days when a police officer may be working alone on campus and will contact the Texarkana Texas Police Department (TTPD) for backup responding to a panic alarm. TTPD units will respond code three utilizing lights and sirens to assist the UPD police officer. Code three type responses are stressful and place the public at risk since officers are trying to respond to an emergency on our campus as fast as possible.
5.3 Following a Panic Alarm Activation

A. Following alarm activation, the alarm will automatically reset at the University Police Department after paging the on-duty police officers (Two verbal notifications).

B. The University Police Department will record the incident in the Panic Alarm Log after the event has been resolved.

6.0 Costs of Additional Panic Alarms

A. Additional panic buttons, virtual desktop buttons or mushroom buttons can be purchased by any department. Alarm notification methods vary in costs and the prices are listed below. Contact the UPD for any questions on acquiring any additional alarm notifications. There is no set limit to how many panic alarm devices a department can have as long as the department has the funds to purchase the additional panic alarm devices.

Buttons – $125.00

Mushroom Buttons – $350.00

Virtual Desktop Buttons - $60.00

7.0 REMOVAL OF PANIC ALARMS DUE TO MISUSE

A. If any department activates three false alarms the panic alarm assigned to the individual or department may have their alarm deactivated by the UPD. The cost of the alarm notification device will not be refunded if the device is deactivated. If an individual or department requests their alarm be reactivated they will have to attend remedial training with the UPD on the proper use of the panic button.

B. The department supervisor will be notified when alarm activations occur within their department. Disciplinary actions against any employee may be taken by their immediate supervisor when three or more false alarms have been activated.
8.0 RESPONSIBILITIES OF PERSONNEL

8.1 Personnel who wish to have a panic alarm device shall have completed the following steps,

A. Know how to activate the alarm.

B. Be required to sign a panic alarm request form.

C. Know the response procedures once the alarm is activated.

D. Complete a ten question quiz with a passing grade of 70.