



Personal Panic Alarm Guideline

Personal panic alarms are available to University employees to enhance their personal safety. The cost and installation is generally the responsibility of the individual department. Panic alarms will be installed on a case by case basis after a need for one is established. All personal panic alarms must be approved by Campus Security Services.

Department Procedures

As each University department may have unique circumstances for their situation, it is recommended that the department develop a procedure for staff to follow if and when a panic alarm is activated.

Maintenance and Testing

Maintenance of personal panic alarms is the responsibility of the employee's department. Each alarm shall be tested twice yearly to ensure it is functioning properly. Testing will be done only after notifying Campus Security Services immediately prior to the test. The panic alarm holder shall be responsible to maintain a written record of the test and shall notify Information Technology Services in the event of any malfunction.

Testing a Personal Panic Alarm

Contact Campus Security Services at ext. 4300 prior to activating alarm to advise officers of the impending test.

Proper Use of Panic Alarm

The alarm shall only be activated when a person believes his/hers personal safety or that of another person has been compromised. A telephone call to the Campus Security Services emergency line (ext. 3200) is recommended in place of the personal panic alarm **if it can be done safely**. It is important for someone to contact Campus Security Services by telephone after the personal panic alarm has been activated to apprise responding officer(s) of the situation.

In the event a personal panic alarm has been mistakenly activated, contact Campus Security Services immediately at ext. 3200.

Role of Campus Security

1. Respond immediately to activated personal panic alarms.
2. Consider each request for a personal panic alarm and approve those who exhibit a need for the alarm.
3. Assist personal panic alarm holders with the twice yearly tests.

If you have any questions or concerns about personal panic alarms, please contact Campus Security Services at ext. 4300.