California State University Northridge

University Intrusion & Duress Alarm Installation & Operation Standards

Policy No.: 900-11

Effective: 11/21/11

POLICY:

This policy is applicable to all buildings/sites owned or leased for use by California State University, Northridge (university) where the university and or department control access, and to all personnel assigned to work in, or who service university buildings. This policy shall not extend to affiliate sites where the property managers control the access to and/or set security measures within their sites.

PURPOSE:

To establish standardized procedures to enhance and preserve the personal safety of students, staff, faculty, and guests; secure the physical property and tangible assets of the university; protect campus buildings from unauthorized intrusion, and to protect the integrity of university research.

The Department of Police Services (DPS) monitors and provides response to a number of alarm systems on campus. The majority of these are intrusion alarms, while others are listed as duress/panic alarms. This document specifies the processes (e.g., system reviews and approvals) that University colleges, departments, and auxiliary corporations must follow to install and maintain non-fire alarm systems.

Additionally, this policy's purpose is to:

1. Establish standard procedures in the design, installation, training, and maintenance of intrusion and duress alarm systems within all buildings/sites owned or leased, where the university and or department control access, for use by the university.

2. Manage and control access to campus facilities after normal business hours.

3. Encourage the participation of all in the self-policing of secure areas, controlled doors, and restricted zones.

PROCEDURES:

1. **Security Standards:**

   a. The department of Facilities Planning, Design and Construction (FPD&C) is responsible for all campus construction and renovation projects. Security systems are a part of buildings and need to be incorporated into building design. At the beginning of any new construction or renovation facility project, the requesting university department is required to consult with FPD&C and the Department of Police Services to determine how security/safety issues will be addressed through infrastructure improvements, security design, and/or department reviews and approvals which will be required to meet their needs.

b. The standards are oriented to support the widely varied work processes; to promote the fact of and perception of personal security and safety, and to address compliance with state, municipal, and industrial standards set in code, law, or policy.

2. **Department of Police Services:**

    a. DPS is responsible for monitoring and responding to alarms, coordinating the testing of new and pre-existing alarms, maintaining account information and history, and the maintenance and operation of the alarm receiver with DPS. The initial request for an intrusion and/or duress alarm is to be made to DPS's IT Unit who will provide the requesting party an [Security System Alarm Account Request](#) , as well as the [Alarm Standards](#). DPS monitors intrusion and duress alarms within buildings/sites owned or leased for use by California State University, Northridge 24 hours a day, 7 days a week.

    b. Procurement of Security Systems

3. The department of [Purchasing and Contract Administration](#) will ensure all liability coverage and vendor requirements have been met prior to the start of any project. Only then shall a contract be granted approval to proceed.

4. **Building Access Hours:**

    In consultation with tenants and others, operating hours for each structure and/or area will be established. Each building's function determines whether it remains locked or is unlocked during weekdays and on the weekends. Some buildings will have access controlled at all times.

5. **Owner/User and Monitor Station Responsibilities:**

    Owners shall review and update their account information (zones, passwords, department contact information, etc.) with the DPS in January and July of each year, and upon changes to the security system such as, upgrades and/or system features.

RESPONSIBILITIES:

[Department of Police Services](#)

[Facilities Planning, Design and Construction](#)

REFERENCES:

1. [Alarm Standards](#)

2. **Security Standards**

3. **New Construction, Remodeling, and Renovation Standards:**

    a. Pre-Existing Systems

    b. Security Systems (Intrusion and Panic)

4. **Vendor Requirements:**

    a. Hardware Installation Requirements

    b. Approvals & Quality Assurance

     c.   Execution & Training

5. **Owner/User and Monitor Station Responsibilities:**

     a.   Personal Security

6. **Costs and Fees:**

     a.   Installation

     b.   Monitoring

     c.   Service/Maintenance

     d.   False Alarms

7. **Building, Department, & other University Groups/Committees**

8. **Appendix "A" – CSUN Security Alarm Connection Requirements**

FORMS:

[Intrusion/Duress/Security Alarm Request and Authorization](#)

APPROVED BY THE PRESIDENT