Title: Procedure for Alarm System Operation

Purpose: To provide operational information on the Alarm System to CLASS personnel.

Background Information:
Staff members have chosen a personal code for the basic operation of the system and have been assigned a common password (coney). Should any staff member forget his/her personal code or the common password, please contact the Lab Manager or Director.

The Central Station is the 24 hour monitoring station responsible for receiving and appropriately acting upon the alarm signals; their number is (800) 837-8797 and our account is 8607.

The alarm system was purchased from and installed by A.S.C.Security Inc. In April of 1999 A.S.C. Security merged with Security Management, Inc. Security Management is responsible for contracting the Central Station and providing any changes in procedure that CLASS deems necessary to the Central Station. Their number is (248) 440-5990.

The following eight zones exist in the alarm system.

- Zone 1: CLASS entry door
- Zone 2: Staff office motion
- Zone 3: Staff office door
- Zone 4: Lab Door motion
- Zone 5: Sample Check-in perimeter- door and motion detector
- Zone 6: Freezer room perimeter- door and motion detectors
- Zone 7: Fire/smoke
- Zone 8: Freezer Temperature Sensor

Procedure:
1. When the system is activated or armed, the only entrance door to be used is the module manufacturing room door, A120A, across from the restrooms. Entering any other door will set off the alarm so please use this entrance in the mornings, weekends, odd hours, etc. The keypad is inside directly to the left of this door.

2. To disarm the system (or silence an alarm), simply enter your personal code and press the off button. From the time the door is opened with the key, a staff member has approximately 30 seconds to accomplish this task. They keypad will read “disarmed, ready to arm.”

3. To set the alarm, close all the perimeter doors, enter your personal code and press the away button. The keypad will switch from the green Ready light to the red, armed light and the readout will display “armed, you may exit now.” Proceed to exit and lock the door. A staff member has 45 seconds to accomplish this task. If a fault is indicated on the keypad display at the time a staff member attempts to set the alarm, such as “fault...
03” for example, that indicates the staff office door is open and the system will not arm until the door is closed.

4. In the event an alarm is triggered for zones 1-6, the monitoring station will phone the lab first. They will ask for the staff member’s name and password. If no one answers at the lab or someone answers who cannot provide the password when prompted, the Department of Public Safety will be dispatched. The Lab Manager or Director will also be phoned.

5. In the event an alarm is triggered for zone 7, fire or smoke, the monitoring station will contact the Ann Arbor Fire Department.

6. In the event an alarm is triggered for zone 8, the freezer temperature zone, the monitoring station will phone the lab first and, if a staff member answers, will indicate that a freezer alarm has occurred which requires immediate attention and will ask for the staff member’s name and password for record. In the event no staff member is present at the CLASS lab, the monitoring station will phone one of the staff members listed on the call list until contact is made. As part of the Procedure Freezer Alert and Response the staff member contacted, upon reaching CLASS, is to phone the Central Station at the number above to confirm he/she has made it to the scene. If the staff member does not phone the Central Station within one hour of the initial contact, they will phone the lab. If the staff member answers, no further action is required. If the staff member does not answer, the Central Station will phone the next staff member on the call list.

7. Zones may be bypassed during working hours. When samples are anticipated to be checked-in or pulled for assay, shipment or returned for storage, zone eight is to be bypassed so that the monitoring station will not receive false alarms throughout the shift. Simply enter your personal code on the keypad, press the bypass key and then 08. They keypad will display “bypass... bypass 08 temperature sensor.” When work in the freezers is complete, enter your code on the keypad and press the off key to end the bypass.

8. Routinely test the alarm system.
   a. Every Friday morning perform a check of the freezer temperature system, zone eight by referring to the Procedural Worksheet for the Performance Check of Alarm Zone Eight.
   b. Every month test the alarm system by the following:
      1. Disarm the system, enter a personal code and then press the test key. An alarm message will not be sent to the Central Station during the tests. The siren should sound for two seconds and then turn off. If the siren does not sound, call Security Management, Inc. for service immediately.
      2. Open each protected door and window in turn and have another staff member listen for three beeps from the keypad. Identification of each faulted protection point
should appear on the display. They display will clear when the door or window is
closed.
3. Walk in front of the motion detectors and have another staff member listen for
three beeps from the keypad. Identification of each detector should appear on the
display when each is activated. If a problem is experienced with any protection
point; i.e., no confirming sounds, no display), call for service immediately.
4. When all protection points have been checked and are intact (closed), there
should be no zone identification numbers displayed on the keypad.
5. To exit the test mode, enter your personal code and press the off key. If the test
mode is accidentally left active, it automatically turns off after 4 hours.

9. In order to enter or delete a user name and personal code, fax the addition or deletion on
Epidemiology letterhead to Security Management, Inc. The information will be input
into the system and a confirmation statement will be returned to fax for documentation.
Twelve user codes are available, however, multiple staff members may use the same
personal code if necessary.

10. Optional features on the alarm system include: arming the perimeter only (no motion
detectors activated) so that a staff member working inside the lab at night or on
weekends may have added security; activating a chime feature to hear a beep whenever a
door is opened; and there is also a panic feature so that in the unlikely event that
someone attempted to follow a staff member inside the entrance and the alarm was set,
this could be activated by pressing the star or ready button and the # button
simultaneously. If any staff member is interested in using these additional features,
please inform the Lab Manager so that the appropriate training may be scheduled prior
to implementation.