



University of Wisconsin–Madison Police

Policy: 41.4

SUBJECT: ALARM MONITORING AND RESEARCH LAB RESPONSE

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POLICY:

The University of Wisconsin–Madison Police Department shall establish procedures to provide for a safe and efficient response to alarms. The protection of people and property has been the duty of all police agencies since their inception. Alarms, both fire and safety, offer an additional level of protection for the community. They generate quicker response times and provide a level of deterrence from criminal activity.

DEFINITIONS:

“Alarm” refers to an automatic device that serves to call attention.

PROCEDURE:

41.4.1 COMMUNICATIONS CENTER RESPONSIBILITIES

The following shall establish procedures for monitoring and responding to alarms for the Communications Center:

- A. Communications Center personnel shall monitor fire, panic, forced-door, trouble, intrusion, open-door, and other alarms received by the Communications Center. Officers should be informed by radio, through briefing sessions, by telephone, in person, or by CAD messaging when a fire system or intrusion-alarm system will be inoperable for an extended period of time.
- B. [REDACTED]. Security units in the area of the alarm should be notified.
- C. In addition to the police response, UW Hospital Security should be dispatched to UW Hospital alarms received by the Department, and UW Health Sciences Security should be dispatched to alarms in the remainder of the Health Sciences Complex.
- D. [REDACTED] Chazen security officers should be assigned the case number for mechanical failures and false alarm incidents at this location.
- E. The police communications operator is responsible for:
 - 1. Placing responding police officers and security officers on the same radio channel and advising responding units of the proper radio protocol;
 - 2. Notifying other agencies as needed;
 - 3. [REDACTED]
 - 4. [REDACTED];
 - 5. [REDACTED]
 - 6. [REDACTED]
 - 7. Selected alarms.
- F. When police or security personnel are assigned to respond to an alarm, a case number will be assigned.
- G. The Madison Fire Department shall be immediately dispatched when a building or area is in full fire alarm status.

41.4.2 POLICE OFFICER IN CHARGE (OIC) RESPONSIBILITIES

The following shall establish procedures for monitoring and responding to alarms for the OIC:

- A. The police OIC shall be responsible for monitoring activities of the responding officers.
- B. In the event of an actual incident, the police OIC is responsible for
 - 1. Responding to the scene and assuming command in accordance with Incident Command System (ICS) protocols; and
 - 2. Coordinating investigative activities and having the appropriate investigative and management personnel notified.

41.4.3 RESPONDING POLICE OFFICER RESPONSIBILITIES

The following shall establish procedures for police officers responding to alarms:

- A. Police officers should respond to the scene in an expeditious and safe manner.
- B. [REDACTED]
- C. Upon arrival, police officers may carry out the following tasks:
 - 1. [REDACTED]
- D. For fire alarms, firefighters should be consulted prior to silencing an alarm. On-scene officers should assist with evacuating building occupants, controlling crowds, directing traffic, gathering information and conducting investigations. Alarm information shall be documented through CAD entries.
- E. The Infrastructure Security Unit should track problematic alarms to identify training needs and to correct equipment malfunctions.

41.4.4 RESPONDING SECURITY OFFICER RESPONSIBILITIES

The following shall establish procedures for security officers responding to alarms:

- A. [REDACTED]
- B. Upon arrival, security officers may carry out the following tasks:
 - 1. [REDACTED]
- C. Security officers may assist with silencing fire alarms after consultation with on-scene firefighters. In addition, on-scene officers should assist with evacuating building occupants, controlling crowds, and directing traffic.

41.4.5 RESPONSE TO RESEARCH LABORATORIES

The following shall establish procedures for monitoring and responding to [REDACTED]

- A. The University of Wisconsin is a comprehensive teaching and research university with a statewide, national and international mission. The University offers programs at the undergraduate, graduate and professional levels in a wide

range of fields, while engaging in extensive scholarly research, continuing adult education and public service. The University is one of the nation's most prolific and prestigious interdisciplinary research centers. There are several areas on campus where research is conducted.

- B. [REDACTED]
- C. [REDACTED]
- D. [REDACTED]
- E. Police communications operators, police officers and security officers must be aware of the type of alarm response and other relevant information about research labs. [REDACTED]
- F. [REDACTED]
- G. [REDACTED]
- H. Department personnel cleared to access high risk materials shall receive annual refresher training. [REDACTED]
- I. [REDACTED]

41.4.6 ALARM ADMINISTRATION

The following shall provide administrative guidelines for alarms on campus:

- A. The University of Wisconsin maintains intrusion, panic, fire, and other alarm systems. [REDACTED] Alarm installations are coordinated through Facilities Planning and Management.
- B. Assistance/panic alarms are utilized throughout campus as part of the emergency response system. [REDACTED] The following guidelines shall be followed:
 - 1. [REDACTED]
 - 2. The IS Lieutenant or designee will evaluate, at least once every two years, the security situation that prompted installation of the alarm to ensure the security need is still relevant and being met.