**INSTRUCTIONS FOR USE OR TESTING OF PANIC/DURESS ALARMS**

**Instructions for Use**

In a panic/duress situation an alarm can be raised by using the red button, usually located under the work-surface or counter. Once **activated by pushing in,** an alarm **must be reset by using the panic/duress alarm key that has been issued to the Agency, Board or Commission that have installed alarms.**

Activating a panic/duress alarm will initiate DPS Capitol Police (or other contracted security provider) to respond to your location.

**If the button had not been reset from a previous operation, an alarm can still be raised by first resetting the button** **(using a key and turning clockwise) then pushing in again.**

IN THE EVENT OF ACCIDENTAL OPERATION OF A PANIC/DURESS ALARM CONTACT:

**DPS Capitol Police Monitoring Unit: (602) 542-5730**

**(Or contracted security provider Monitoring Unit)**

*Note: Although DPS may still show up, it is important to advise the Monitoring Unit of the error.*

**Testing Procedure**

Notify the **Monitoring Unit** that you are about to test the panic/duress alarm system - identify your site by stating your division name and location: Example 100 building, 3rd floor, Risk Management.

1. Activate the panic/duress button by pushing the red button.
2. Verify with the Monitoring Unit that the alarm was received.
3. Reset the alarm once the Monitoring Unit verifies that the alarm was received. Use the panic/duress alarm key and turn in a clockwise motion to reset the alarm (if applicable) or use the reset button.
4. Advise the Monitoring Unit that the test is completed and verify the alarm has been reset.
5. If the Monitoring Unit did not receive notice of the alarm being activated, submit a work-order to ADOA Physical Security.

**ALARM ACTIVATION LOG**

**AGENCY: DIVISION:**

**BUILDING ADDRESS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATE** | **TIME** | **LOCATION** | **CAUSE OF ACTIVATION** | **NAME OF PERSON ACTIVATING ALARM** |
|  |  | List Suite and description of area, i.e. front desk | i.e. Quarterly Testing, Accidental Activation, Angry Customer |  |
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*To complete this log, please refer to the CBT training for both Panic Alarm Awareness and Procedures (ERM100PA and ERM200PA)*