



PANIC ALARM PROCEDURES

MORGAN COUNTY GOVERNMENT

**COUNTY COURT, COURT SERVICES,
ADMINISTRATION**

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Panic Alarm Procedures

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Panic Alarm Procedures

1.0 PURPOSE

1.1 The purpose of the [Morgan County Government](#) Panic Alarm Procedures is to ensure that all installed panic alarms in [Morgan County Government](#) occupied buildings are functioning properly and personnel are trained to be aware of when to activate, how to activate, and what to do while waiting for Law Enforcement response.

2.0 SCOPE

2.1 This procedure includes the following Morgan County Government occupied facilities that are equipped with panic alarms, including:

[County Administration Building](#)

[County Courthouse](#)

[Court Service Annex](#)

3.0 INSTALLATION OF A NEW OR DISCONNECT OF A PANIC ALARM SYSTEM

3.1 An application to request the installation, disconnect, or to move a panic alarm is available in the County Commissioners Office.

4.0 PROCEDURE

4.1 Panic Alarm Systems and Procedures

4.1.1 In any threatening situation it is important to be confident that all security systems are in working order.

4.2 Maintenance and Testing of Panic/Duress Alarm

4.2.1 Details of all malfunctions or maintenance requirements should be reported to the County Commissioners Office via email at dverley@morgancounty.in.gov or by calling (765) 342-1007.

4.2.2 The Panic Alarm system is to be tested annually by court Security and results recorded on the [Panic Alarm Log](#).

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4.2.2.1 Log activity should be retained for a period of three (3) calendar years at the County Commissioners Office.

4.3 Response to a Security Incident

4.3.1 In the event of a security incident, or if feeling threatened, the alarm should be activated.

4.3.2 After the alarm has been activated, the front desk staff should excuse themselves from the area by saying they need to retrieve a file to obtain the information requested and immediately leave the area.

4.3.3 Law Enforcement Response

4.3.3.1 Once the panic alarm is activated, Law Enforcement will respond and assume control of the situation.

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5.0 RESPONSIBILITIES

5.1 MORGAN COUNTY COMMISSIONERS BY WAY OF THE SHERIFF

- 5.1.1 Employees responsible for the Panic Alarm program, operation, and procedures within their Agency are required to take the Panic Alarm Program training. (Refer to [TRAINING](#))
- 5.1.2 Ensure the front desk person knows how to activate the panic/duress alarm.
- 5.1.3 Ensure personnel who would need to activate the panic alarm are aware of any specific agency response required when the panic alarm has been activated and has completed the Panic Alarm User Training.
- 5.1.4 Review the Panic Alarm Procedures at a minimum of every twelve months, or when a change is made to the panic alarms.
- 5.1.5 Coordinate annual testing of the panic alarm(s) with the “Monitoring Unit” court security.
- 5.1.6 Update the Panic Alarm Log.

5.2 OFFICE HEAD OF RESPECTED OFFICE

- 5.2.1 Ensure the alarm is working properly.
- 5.2.2 Submit work order, if needed, and check on completion of repair.

5.3 Law Enforcement

- 5.3.1 The “Monitoring Unit” is responsible for monitoring and responding to panic alarm activations even if the alarm is inadvertently activated and then de-activated.
- 5.3.2 Participate in annual testing of panic alarms.

5.4 Personnel with Panic Button Access

- 5.4.1 Know how to activate the alarm.
- 5.4.2 Required to take the Panic Alarm User training. (Refer to [TRAINING](#))
- 5.4.3 Know the response procedures once the alarm is activated.
- 5.4.4 Know how to reset alarm.

6.0 TRAINING

6.1 Computer Based Training (CBT) on the panic alarm program is available at <https://morgancountysheriff.com> to access you will need to select training under the service tab at the top.

- Use Password: panicbutton