

## SCIENTIFIC ALARMS

### PROCEDURES FOR CALL-IN LISTS:

1. Call-in list forms are distributed to your Building Manager from Protective Services. Fill in five names. Names should be listed in priority order, with number 1 being the first to be called. The responsible investigator should be included in the list. Protective Services will call the Building Manager if no one on the list is available.
2. Equipment information, such as NIH identification number, and type of equipment/manufacture is needed to verify the proper piece of equipment; records are indexed by alarm point and by NIH number.
3. Alarm point information is kept in a log at each alarm panel or Building Automation System terminal.
4. Call-in cards list the temperature control SET point; alarm HIGH and LOW points that you desire for the equipment. Normally, a range of at least 10°F is required for proper alarm function.
5. Note the location of the equipment, and check whether it is IN or NEAR the listed room number. Equipment in corridors should be listed as near room \_\_\_\_\_.
6. Forward the completed form to your Building Manager. The Building Manager will forward the copy to Protective Services.
7. When new personnel are added, personnel are replaced, or equipment is moved, it will be necessary to update the emergency call-in list. In this way, all appropriate personnel will be notified of the information change. Ensure that the new call-in card is placed on the equipment.

### REQUESTS TO DISREGARD A SCIENTIFIC ALARM POINT:

1. Notes on the panel or equipment cannot be honored. Requests to disregard an alarm after hours should be called in to Protective Services on x1091.
2. An expiration time within four hours of the request is required. Alarms may not be disregarded "until further notice" due to the possibility that further notice may be overlooked.
3. Should it be necessary to disregard an alarm for any time period, investigators should have the alarm temporarily disconnected by the Instrument Shop. Frequently there is more than one item connected to an alarm point. When this is the case, it is necessary for the Instrument Shop to "short plug" the alarm for the disregarded item in order to continue alarm surveillance for the remaining items on the alarm point. Call the FME Trouble Desk for this service on x1068.

