LOS ANGELES COMMUNITY COLLEGE DISTRICT
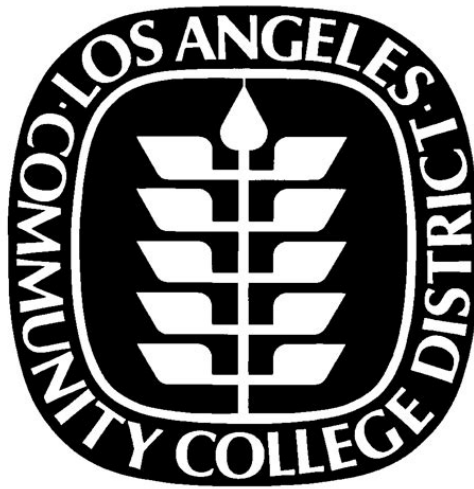
Districtwide Minimum Standards

for

Emergency Phone System

May 30, 2019

Outline

The following document contains the deployment, technology, and installation standards for Emergency Phone Systems (EPS) within LACCD facilities.

Program managers, designers, and contractors shall review and familiarize themselves with the requirements contained herein prior to beginning any project which has an EPS component.

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Strategic Documents

1. [Blue Ribbon Panel on Campus Safety and Emergency Preparedness](#)

2. [LACCD 5-Year Strategic Plan 2018 – 2023](#)

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LACCD Districtwide Minimum Standards for Emergency Phone System

1. **Summary**

   LACCD has developed minimum design standards governing the deployment of Emergency Phone System (EPS) components to provide a baseline level of security that is required within District facilities. The EPS standard was developed to meet the goals and recommendations as described within the following documents:

   A. Blue Ribbon Panel on Campus Safety & Emergency Preparedness, Dated December 16, 2015 (Attached as Appendix 1)
   B. LACCD Strategic Plan 2018 – 2023, Dated January 18, 2018 (Attached as Appendix 2)

   These standards shall be utilized to aid in the application of current technology standards and best practices to all new construction as well as renovation projects undertaken within the District.

   An Emergency Phone System provides a means for faculty, staff, students, and visitors to rapidly communicate an emergency and solicit assistance from campus safety.

   The operation, oversight, and maintenance of the systems discussed herein is primarily the shared responsibility of the following departments:

   A. College Administration (IT and Facilities)
   B. Campus Safety Office
   C. District Information Technology
   D. District Safety and Emergency Services

2. **Acronyms Used**

   A. ADA – Americans with Disabilities Act
   B. EPS – Emergency Phone System
   C. VOIP – Voice Over Internet Protocol

3. **Emergency Phone System Components**

   A. Pedestal Emergency Phone with Blue Strobe Light
   B. Wall / Pole Mounted Emergency Phone with Blue Strobe Light
   C. Loudspeakers Used for Emergency Mass Notification
   D. Surveillance Camera Used for Video Verification

4. **Emergency Phone System Technical Standards**

   Each Emergency Phone device shall have the following basic functionality at a minimum:

   A. Shall be capable of integrating natively with the LACCD standard VOIP system.
   B. Cameras mounted directly to any Pedestal EPS shall be a multi-sensor capable of providing a 360-degree view of the area surrounding the EPS.
   C. Be associated with a dedicated building mounted camera (or existing camera that fulfills the stated intent) as to provide a view of the general area where the emergency phone is located.

D. Have loudspeakers on or around the emergency phone that may be used natively with the LACCD standard Emergency Mass Notification System platform.
E. Shall have the capability to integrate associated cameras with the LACCD standard Video Management System (VMS) so that when the call button is pressed, an alert is sent to the Public Safety office and associated video feeds from the surveillance camera(s) associated with the emergency phone are automatically displayed until the emergency phone is reset.
F. Shall have large reflective lettering indicating the device is to be used for emergencies.
G. Shall feature a single, large red call button marked "EMERGENCY" that is positioned as to be fully compliant with ADA accessibility requirements involving height of activation button and paved surface adjacent to the emergency phone.
H. Shall be activated by a single button push and be hands-free for the calling party.
I. Initiated calls shall not be capable of being canceled from the pedestal and shall require calls to be terminated only from the College Public Safety office.
J. Faceplate shall be manufactured from vandal resistant stainless steel and shall meet or exceed IP66 water resistance.
K. Shall feature raised lettering and braille signage for ADA compliance.
L. Shall be capable of remote activation and listen-in.
M. Shall be capable of notifying responding party of location by recorded message and digital display.
N. Shall have integral lightning protection.
O. Shall have a backup power source available to allow for six hours of continuous operation without primary power.

5. **Standards for Emergency Phone System Deployment**

LACCD has determined minimum levels of EPS deployment at each LACCD College. However, as terrain topography and building placement and size can vary greatly at each college, the actual number and location of EPS devices required may vary. In general, deployment should be as follows:

A. Parking Structures / Lots:
Position in each corner of a structure or lot on each floor, and adjacent to any elevator lobbies / stairwells.
B. Exterior Areas Around Academic Buildings and Student Common Spaces:
Position devices to allow a minimum of one device located within any designated outdoor gathering spaces such as quads and amphitheaters.
C. Preference shall be on freestanding-pedestal style devices to provide the greatest visual coverage.
D. VOIP devices shall be programmed to connect to the Public Safety Access Point (PSAP) upon activation.

6. **System Integration Capability**

A. All deployed EPS devices shall be integrated with the LACCD standard Video Management System, Physical Access Control System, Voice Over Internet Protocol system and the Emergency Mass Notification System.
B. These integrations shall serve as a comprehensive notification system to allow for the College Law Enforcement to automatically receive an audible alert and a video feed from the surveillance camera on their monitoring workstation.

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C. The system shall automatically bookmark video to indicate an activation took place and record the activation through the Video Management System so that a report can be ran in the future to see each activation event from each device both individually and from the system as a whole.

7. System Enterprise Capability

A. The EPS devices shall be capable of being remotely managed, configured and operated over the network.
B. The EPS devices and the accessory surveillance camera shall be powered via Power Over Ethernet protocol. The loudspeakers and lighting may require a separate power source.

8. System Performance Verification Testing and Commissioning

A. A performance verification testing and commissioning report shall be completed for each EPS project, containing a checklist of all District deployment and installation standards. This testing and commissioning process shall serve to verify compliance with all features and functionality required of the EPS. If any portion of the system fails the testing / commissioning process, the issue shall be corrected, and the process shall begin again. Any system consecutively failing two (2) such testing attempts shall be retested at the Contractor's expense.
B. A representative from each firm involved with any portion of the installation shall be present for the system testing in order to ensure whichever firm is responsible for the failure is present and able to resolve the issue expeditiously.

9. Training and Documentation

A. Support and training costs associated with the EPS devices will be paid by the System Installer.
B. System training shall be allocated for each project. This training shall be conducted by a manufacturer authorized and certified instructor. Training materials shall be supplied in both printed as well as electronic format and shall be specific to the project.
C. Training shall not begin until the EPS has been completely tested and commissioned, in order that users may be trained on a fully functional system.
D. Training shall be centric to the operational roles that the College deems necessary at the time the training takes place.
E. The College shall be engaged throughout the design process to confirm the appropriate amount of training required.
F. Training shall be formatted into 4-hour increments, so that multiple training sessions may take place depending upon the availability of the staff requiring the training. A minimum of two (2) 4-hour training sessions shall be included in all EPS projects.

10. Warranty

A. All EPS equipment shall be warrantied against any defects in material and workmanship under normal use for a period of five (5) years from date of official acceptance of the completed project by the Owner. The Vendor shall complete a

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manufacturer "Installation Certification" certifying the date on which the system has been installed to ensure the Owner receives full warranty rights from the manufacturer.

END OF SECTION