UNMC Campus Equipment Alarms

UNMC provides a Siemens alarm system for laboratory equipment on campus, such as freezers, ultra-lows, and liquid nitrogen tanks. In order to have your equipment added to the Siemens alarm system please complete and submit the UNMC Campus Equipment Alarm form to insight@unmc.edu. You will need to print a copy of the form and place it on the door of your freezer, or other alarmed device. It is recommended that you also keep an electronic copy of this form, as you can use it when you need to make changes to your freezer alarm and/or if you order a new equipment.

Please fill out the form completely and note in the email if this is a new device or a change to an existing one. When you need an alarm deactivated for defrost, please submit a request via email to insight@unmc.edu. **It is your responsibility to then notify them when you want the alarm reactivated.**

Laboratories should update their forms anytime there is a change in lab personnel or a change in phone numbers. Forms should be reviewed by each lab on an annual basis, to ensure the contact information listed is accurate and current.

When forms are submitted, all designated lab personnel contacts will be entered into the system in the order listed on the submitted form and contacted in the same order. **Please note that the alarm notification will continue to be sent until someone enters the ID and password acknowledging the alarm.**

- **A unique user ID will be assigned to you and the password will be 3456.**
- **Facilities will send back the user id for the individuals attached to the corresponding freezer, after the escalation list on the Siemens alarm system is updated.**

When an alarm occurs individuals will be notified by an automated message. To stop the alarm system from contacting the next person on the list you will be asked to "acknowledge" the alarm by entering an ID and password. **By doing so you are taking responsibility for your freezer.** Once you have entered the ID and password you will clear the alarm from the system and it will not contact anybody else.

If you do not enter the code, the system will contact the next person on the list and will then cycle back to the beginning of the list until somebody acknowledges the alarm. Individuals will be contacted in the order as submitted on the form.

If the freezer temperature returns to normal, a notification indicating the alarm has ended will be sent. An emergency plan to relocate product, in case of failure, should be in place and implemented by lab personnel as soon as the alarm occurs, if warranted.

If you have any questions, please contact Julie Sommer, Research Facilities Planner II.

UNMC Campus Equipment Alarm Form

Please mark one: ☐ **New Equipment** ☐ **Updated Equipment**

Principal Investigator	
Department	
Building	
Room	
Equipment Administrator	
Phone	
Email	
Equipment Type	
Equipment Brand	
Equipment Model Number	
Equipment Serial Number	
UNMC Inventory Tag Number	
Letter Designation	

Individuals will be contacted via automated messages based on the order in which you list contacts below.

	First & Last Name	Contact Phone Number	Email Address
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Please submit completed form to insight@unmc.edu and post a copy of this form on your equipment.

FOR FACILITIES DEPARTMENT USE ONLY

(Point Name, Panel Name, Point Address, Date Updated)