

Alarm On-Call Form (Instructions)

This is a list of employees the Police can contact 24 hours a day, 7 days a week should there be a problem with your alarm or it has been activated and needs to be reset.

It is your department's responsibility to keep this list current. As employees or assignments change, PLEASE contact this department at 2-7661 or lockalarm@bgsu.edu with additions or deletions to employees or telephone numbers changes.

If an on-call person cannot be reached or those reached declines to come in, a technician will be called in and your department will be charged accordingly.

IN DEVELOPING YOUR ON-CALL LIST, CONSIDER THE FOLLOWING:

- Always put the closest, most available people first.
- Include the office telephone as well as their home telephone.
- The more names on the list, the less likely a technician will be called in and billed to your area.
- Place the names in order you wish them to be called.
- No long distant calls unless it can't be helped. This is because of the time it would take them to arrive.

Please complete the information on the next page.



Campus Operations

Alarm On-Call Form

Office of Physical Security
101 Campus Operations
Bowling Green State University
Bowling Green, Ohio 43403
(419) 372-7661
lockalarm@bgsu.edu

Authorization of Chair/Director: _____

Chair/Director e-mail: _____

Fax: _____

DCC or Grant/Project ID number for repairs to be charged to: _____

Telephone in alarm area: _____

Name and number of closest person, if this area is often unoccupied during the day:

Name: _____ Phone number: _____

Department name and location: _____

Department phone number: _____

Printed Name

Phone Number
