

## ICIDS WALK TEST PROCEDURES

**ICIDS Alarm Systems:** will be tested monthly by an authorized member of each facility. The custodian conducting the test must call the Alarm Monitoring Center at 396-3071 and authenticate who they are by providing the Building/Zone number, their name, and last four of the SSN. They must then arm the facility as though they were leaving at the end of the day. After receiving a "GOOD SEAL" message from the Alarm Monitor, the custodian must then activate every alarm point in the facility. It is imperative that the custodian wait to enter and test door sensors and motion detectors until after the delay countdown has completed and the AM confirms Good Seal/Secure. Testing is simply entering the zone without changing the state from secure to access; this will cause all of the devices to send an Alarm to the monitor. A common mistake during these tests is the custodian arming, testing and then disarming the system before completion of the delay timer. After all the devices have been verified the custodian must cycle their PIC twice to clear and re-secure the zone or three times if they want to remain in Access mode. It is the responsibility of the AM to instruct the custodian on how to complete these tests if the custodian is unsure of the procedures. ICIDS alarm/duress tests are recorded and maintained for 90 days.