

**TigerOne cards are the ONLY method for Reedley Staff to disarm and arm buildings equipped with the new Verex system.** Waving your **activated** card in front of the reader will disarm the entire building. If you are the first one to arrive, you must disarm the building waving your activated TigerOne card in front of the reader. If you are the last one leaving the building, you must arm the building by again, waving the card in front of the reader. If you have any issues trying to arm and/or disarm any alarm, please contact SCCCD Police at extension 3330 or (559) 442-8201.

**IF YOUR NAME IS ON THE LIST BELOW**, you do not need to do anything. Your TigerOne card number has already been submitted to SCCCD Police and has been integrated into the Verex alarm system.

**If your name is NOT on the list, please do the following:** contact either the Business Office or the Student Activities office to obtain a new number and/or card. The information on the card must then be forwarded to Administrative Services, preferably via email to Samaria Cardenas for relay to SCCCD Police so that they can integrate the number into the system and activate the card. Information necessary in the email must include the name of the employee and TigerOne card number, located on the back of the card.

Name
Aguilar, Shannon L
Aguirre, Alicia
Aguirre, Ana D
Aguirre, Gloria
Aguirre, Sara B
Aldape, Luann T
Alire, Wilifred L
Allen, James F
Alvarado Hernandez, Sergio
Alvarez, Leticia
Amador, Susan K
Amezola, Berenice F
Apperson-Williams, Eileen A
Ashcroft, Gail B
Asman, Jason D
Atencio, David L
Avakian, Alan B
Baker-Geidner, Donna J
Baldwin, Theresa A
Bedolla, Juan A
Bennetts, Carol M
Berg, Emily A
Bergstrom, Laura R
Berry, Donna F
Berry, Oma L
Blanken, Hiram W
Blied, James E
Borofka, David P
Bos, Case K

**From:** Samaria Cardenas  
**Sent:** Friday, October 03, 2014 4:35 PM  
**To:** RC-All  
**Subject:** UPDATE Reedley Campus Alarm System AccessDataCollection:{6844EB95-E52F-41E7-8FBE-6C7228EB610A}

We are still currently in the first phase of the alarm install, converting buildings that had existing alarms over to the new Verex alarm system. We have updated the information that is attached for your review.

This system will be going “live” October 8<sup>th</sup>, 2014. What this means is that you will need to take a look at the second attachment, labeled, “Reedley Alarm System Instructions.” If you do not currently have a key to the room where the alarm reader is located and need one to disarm (first to arrive) or arm (last to leave). Please submit the attached key authorization form to your Dean, Supervisor or Manager for approval listing the key that you will now need. Your Dean, Supervisor or Manager will then route the form to Administrative Services who will obtain a key for your continued access.

Please be advised that our TigerOne cards are tied into the new Verex alarm system which allows those who have “integrated” TigerOne card numbers, the ability to arm and disarm alarms. As indicated in the “Fall 2014 Staff ID Cards List” if your name is on the list, your number has already been activated and should work to arm and disarm the *already installed* and future Verex alarm systems. **If your name is NOT on the list**, please follow the instructions at the very bottom of this page.

Additionally, Richard Gaines, SCCC Lieutenent, has courteously offered to train any employee/s who feel the need to have ‘hands-on’ instruction. If you feel the need to have him pay you and/or your office a visit, please send me an email so that we can *together* try and coordinate an appointment.

Thank you,

Samaria Cardenas  
Administrative Assistant to  
Donna Berry, Vice President of Administrative Services



995 N. Reed Ave. Reedley, CA 93654 \ (559) 638-3641 ext. 3209 \ Fax: (559) 638-0305

*“We Motivate and Inspire Students to Succeed”*

**If you currently have a TigerOne card that has not been integrated into the Verex System, please:**

1. Click on ‘Reply’

2. Fill out the form below and click **'Send'**

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**Note:** Type only in the areas designated for data entry. Your reply will be automatically processed, so it is **important** that the form or the message is **not altered** in any other way.

### UPDATE Reedley Campus Alarm System

Type only in the areas designated for data entry. Your reply will be automatically processed. Therefore, it is important that the form or the message is not altered in any other way. For more information about filling out this form, see the following:

Last Name, First  
Name:

**(Required)** Use any numbers and/or letters up to 255 characters.

TigerOne Number:

Type any combination of numbers and letters up to 255 characters.

**Done?** Click Send to submit your information.

# Reedley Campus Alarm - Arming & Disarming

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**How to Disarm:** The first person entering the building will need to wave their TigerOne card over the reader. The logo will change to the color green, indicating that the alarm is deactivated.

**How to Arm:** If you are the last person to leave the building, wave your TigerOne card over the reader. The logo should have changed to the color blue, indicating that the building is *now* armed.

**Troubleshooting:** If you are having difficulty arming the building, contact District Police via extension 3330 or (559) 442-8201. The LCD Panel located near the reader should indicate a reason why the alarm is not setting. Again, call campus PD. They will send an officer and/or remotely arm the building from their office.

**The location of the readers may require you to request a key you do not currently have.** Please look at the table below. You may currently have a key to the room you are working in, but may not have the key to open the room where the reader to arm and disarm the alarm will or has been placed.

**Key Request:** If you do not currently have a key to open up the room where the reader is situated, please submit a key request form, filling out all areas on the document and submit to your dean, manager or supervisor. Once approved, it will be forwarded to Administrative Services for issuance of the key.

**If you do not currently have a TigerOne card, please work on obtaining one via the Business Office and/or the Student Activities Office.**

**If you have never been issued a TigerOne card:** Contact the Business Office. The first card will be issued free of charge. Please note, identification and/or verification of employment may be required for issuance.

**Integrating your TigerOne card into the Verex alarm system:** Email the TigerOne card number to the Office of Administrative Services, preferably to samaria.cardenas@reedleycollege.edu. She will relay your number to the appropriate SCCCD Police personnel for integration into the Verex alarm system.

COMPLETED	BUILDING	LOCATION OF READER TO ARM/DISARM	RELATED INFORMATION
X	Ag Science	Hallway just outside of room 3	Disabling the alarm by waving your TigerOne card in front of the Verex Card Reader located inside, just outside of Room 3, will disarm the entire building. The building is outfitted with motion detectors.
X	Language Arts	LAL -1	<b>To Disarm/Arm both LAL1 &amp; LAL2:</b> Wave your TigerOne card in front of the reader located in <u>LAL1</u> . <b>PLEASE NOTE:</b> The security system for use of either room must be <u>activated/deactivated in LAL1</u> . The entire building is outfitted with motion detectors.
X	Forestry Engineering (FEM)	Inside of FEM, near the east entry doors.	<b>To Disarm/Arm the entire building:</b> Wave your TigerOne card in front of the reader located near the east entrance of the building, on the wall outside the door of the Math Lab. The entire building is outfitted with motion detectors.
X	Center for Student Success - 1	CSS-1; room 3 Center for Student Success	<b>To Disarm/Arm the entire building:</b> Wave your TigerOne card in front of the Verex Card Reader located inside of room 3. The entire building is outfitted with motion detectors.
X	Bookstore	Room 1, just inside the south entry doors .	<b>To Disarm/Arm:</b> Wave your TigerOne card in front of the reader located in just inside the south entry doors. The building is outfitted with motion detectors.

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COMPLETED	BUILDING	LOCATION OF READER TO ARM/DISARM	RELATED INFORMATION
X	DSPS	Room 1	<b>To Disarm/Arm the entire building:</b> Wave your TigerOne card in front of the reader located in Room 1. The building is outfitted with motion detectors.
X	Mailroom/Printing Services	The old fob reader, located outside, on the south entry door will unlock and disarm the Print Services building.	<b>To Disarm:</b> The older readers on the outside of the north and south entrance/exit doors will disarm. <b>To Arm:</b> Wave your TigerOne card over one of the readers located inside of the building. Currently, there are 3 Readers inside of the building which are located just inside the north and south doors as well as inside the mailroom on the south wall.
	Humanities	Hallway to offices 51-56	<b>To Disarm/Arm the ENTIRE building:</b> Wave your TigerOne card in front of the waiver located in the hallway to offices 51-56.
X	Business Building	The reader for the Business Building is located inside room 42.	<b>To Disarm/Arm the entire building:</b> Wave your TigerOne card in front of the reader located in room 42. The entire building is outfitted with motion detectors. <b>Please note:</b> if you have the need to disarm/arm any room in the building you MUST enter room 42 to access the reader.

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X	Aeronautics	Hallway just outside of room 7	<b>To Disarm/Arm:</b> Waving your TigerOne card in front of the reader will arm/disarm the entire building. The building is outfitted with motion detectors.
X	Life Science	There are 5 Readers total. Each portable has its own alarm and own independent reader. Additionally, readers were placed in rooms LFS 11 & LFS 5; waving the TigerOne card in front of the readers in either room 11 <b>OR</b> 5 will disarm/arm the ENTIRE main building.	<b>To Disarm/Arm the LFS Portables:</b> A, B & C have their own independent Verex alarm readers; one reader located in <u>each</u> of the portables. As they are independent of one another and apart from the main building, each individual portable will need to be disarmed and armed.  <b>To Disarm/Arm the Main Building:</b> The main building has two separate readers located inside of Room 11 & Room 5. Waving your TigerOne card in front of either of these readers will disarm /arm the ENTIRE main LFS building. All are outfitted with motion detectors.
x	Art Building	Art 155	<b>To Arm/Disarm the entire building:</b> Wave your TigerOne card in front of the reader located in room Art 155. Motion Detectors are installed throughout the entire building.

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COMPLETED	BUILDING	LOCATION OF READER TO ARM/DISARM	RELATED INFORMATION
x	Portable 5	The reader is located on the west wall of the building.	Disabling the alarm will disarm the building. The building is outfitted with motion detectors.
<b><i>Buildings Still Pending Upgrades</i></b>			
	Physical Science	Rooms 82, 76 & 70	<b>To Disarm/Arm the ENTIRE building:</b> Wave your TigerOne card in front of reader located in any either 82, 76 or room 70. The building is outfitted with motion detectors.
x	Library Resource Center (LRC)	Hallway just inside the North Entry doors & Computer Resource Room #115	<b>To Disarm/Arm the entire building:</b> Disabling one reader, either the one located near the north entry doors or in the Computer Resource room will arm/disarm the <b>ENTIRE</b> building. Motion Detectors are installed throughout the building.
x	Forum		
x	Cafeteria	<b>two zones; several readers</b>	

# REEDLEY COLLEGE/SCCCD

## Key Authorization Form

DATE: \_\_\_\_\_ KEY REQUESTOR: \_\_\_\_\_  
(PRINT OR TYPE: NAME OF PERSON THE KEYS WILL BE ISSUED TO)

TIGER ONE CARD NUMBER: \_\_\_\_\_ EMPLOYEE ID NUMBER \_\_\_\_\_  
NECESSARY FOR VEREX ALARM

CELL/HOME PHONE NUMBER: \_\_\_\_\_ [HOME] STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIPCODE: \_\_\_\_\_

LIST ALL OF THE REEDLEY CAMPUS KEYS CURRENTLY ISSUED TO YOU:					
List the location that each key opens (If known) →					
List the stamping printed on each key →					

LIST ALL OF THE KEYS YOU WILL BE NEEDING	
Building Name & Room Number and/or Office Number	Alpha-Numeric Stamping Printed on the Key/s (if known)

List any/all keys you are returning:					

DIVISION/DEPARTMENT: \_\_\_\_\_ PERMANENT \_\_\_\_\_ ADJUNCT \_\_\_\_\_ DATE TO RETURN KEY: \_\_\_\_\_  
Dean, Manager or Supervisor to determine

CONTRACTOR NAME: \_\_\_\_\_ DATES OF WORK: \_\_\_\_\_

PLEASE INITIAL & SIGN BELOW ACKNOWLEDGING THE FOLLOWING:

1. I WILL NOT DUPLICATE THIS KEY UNDER PENALTY OF CALIFORNIA PENAL CODE 469.
2. I WILL NOT LOAN THIS KEY TO ANOTHER PERSON.
3. WHEN MY NEED OR EMPLOYMENT TERMINATES I WILL RETURN ALL KEYS TO ADMINISTRATIVE SERVICES

Requestor: \_\_\_\_\_ Requestor's Email Address: \_\_\_\_\_  
Employee Signature **SIGN UPON RETRIEVAL**

Authorized by: \_\_\_\_\_ Authorization: \_\_\_\_\_  
Dean / Manager's Signature Vice President of Administrative Services / Master Key Requirement

**MASTER KEYS REQUIRE APPROVAL FROM THE VICE PRESIDENT OF ADMINISTRATIVE SERVICES**

**ONCE COMPLETE, FORWARD THIS FORM TO ADMINISTRATIVE SERVICES**

<b>TigerOne # to PD</b>	<b>Notified:</b>	<b>Inpitted:</b>
<b>Ordered:</b>	<b>Retrieved:</b>	<b>Returned:</b>