

Preparing Activity: USACE

UNIFIED FACILITIES GUIDE SPECIFICATIONS

References are in agreement with UMRL dated 23 June 2005

SECTION TABLE OF CONTENTS

DIVISION 13 - SPECIAL CONSTRUCTION

SECTION 13729

CENTRAL MONITORING SERVICES FOR ELECTRONIC SECURITY SYSTEMS

02/05

PART 1 GENERAL

- 1.1 REFERENCES
- 1.2 SYSTEM DESCRIPTION
 - 1.2.1 General System Description
 - 1.2.2 Redundant Monitoring Facility
- 1.3 SUBMITTALS
- 1.4 QUALITY ASSURANCE
 - 1.4.1 Monitoring Facility Personnel Hiring Practices
 - 1.4.2 Monitoring Facility Operator Qualifications
 - 1.4.2.1 Central Station Operator Certificates
 - 1.4.2.2 In-House Training
 - 1.4.3 Regulatory Requirements
 - 1.4.3.1 Security Alarm Systems
 - 1.4.3.2 Central Monitoring Facility Staffing
 - 1.4.3.3 Central Monitoring of High Security Assets
 - 1.4.4 Insurance
 - 1.4.5 Procedure Development Conference
 - 1.4.5.1 Scheduling and Location
 - 1.4.5.2 Operating Procedure Plan
 - 1.4.5.3 Plan Verification

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION

- 3.1 INTERFACE
 - 3.1.1 Alarm Signal Format
 - 3.1.2 Communication Means
- 3.2 AUDIO VERIFICATION
- 3.3 VIDEO VERIFICATION

-- End of Section Table of Contents --

USACE / NAVFAC / AFCEA UFGS-13729 (February 2005)

Preparing Activity: USACE

UNIFIED FACILITIES GUIDE SPECIFICATIONS

References are in agreement with UMRL dated 23 June 2005

SECTION 13729

CENTRAL MONITORING SERVICES FOR ELECTRONIC SECURITY SYSTEMS 02/05

NOTE: This guide specification covers the requirements for central monitoring services for electronic security systems.

Comments and suggestions on this guide specification are welcome and should be directed to the technical proponent of the specification. A listing of technical proponents, including their organization designation and telephone number, is on the Internet.

Recommended changes to a UFGS should be submitted as a Criteria Change Request (CCR).

Use of electronic communication is encouraged.

Brackets are used in the text to indicate designer choices or locations where text must be supplied by the designer.

PART 1 GENERAL

NOTE: This guide specification specifies monitoring facility criteria. This specification does not cover requirements pertaining to the installation of alarm systems at a protected site monitored by a central monitoring facility.

A monitoring facility, as used in this document, is a building, an office, or a suite of offices that houses the security system central station and monitoring personnel. In this type system, the operation of alarm devices and electrical circuits is automatically signaled to, recorded, maintained, and supervised from a central station with persons in attendance at all times. These persons monitor the signals and dispatch the response force to any unauthorized entry into the protected area. Connection of alarm equipment to the central monitoring facility may be over leased telephone

company lines.

1.1 REFERENCES

NOTE: Issue (date) of references included in project specifications need not be more current than provided by the latest guide specification. Use of SpecsIntact automated reference checking is recommended for projects based on older guide specifications.

The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only.

U.S. DEFENSE INTELLIGENCE AGENCY (DIA)

DIA DCID 6/9 (2002) Director of Central Intelligence Directive No. 6/9

U.S. DEPARTMENT OF DEFENSE (DOD)

DoD 5100.76-M (2000) Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives

DoD 5220.22-M (1995; Rev. 2001) National Industrial Security Program Operating Manual (NISPOM)

UNDERWRITERS LABORATORIES (UL)

UL 1981 (1994; Rev. 1999) Central Station Automation Systems

UL 2050 (2003; 4th Edition) National Industrial Security Systems

UL 827 (1996; Rev. 1999) Central Station Alarm Services

1.2 SYSTEM DESCRIPTION

1.2.1 General System Description

The Contractor shall provide central monitoring services, including associated facilities, equipment, appurtenances and trained personnel for the service of remotely monitoring alarm systems and taking actions as appropriate. The central monitoring facility shall be capable of monitoring security related alarm systems and shall be in compliance with UL 827, Central Station Alarm Services, and UL 2050, National Industrial Security Systems, for protection of National Security Information. The central monitoring facility shall be staffed and in operation at all times.

[1.2.2 Redundant Monitoring Facility

NOTE: A redundant monitoring facility is typically not necessary. Facilities meeting UL requirements, have redundancy on critical systems and are inherently reliable. However, requiring a redundant facility would allow signals to be rerouted in the event of a disaster at the primary monitoring facility with the break in the continuity of monitoring service being minimized. Requiring a redundant monitoring facility should be based on the importance of the protected site. Designer should confirm with the owner of the protected site as to whether a redundant monitoring facility is required.

Practices that are currently in use in the alarm industry would route alarm signals to a facility that is staffed and operating. Thus, it is unnecessary to permit an extensive break in the continuity of monitoring service. The designer should consider what length of time is acceptable for a break in the continuity of monitoring service based on the protected site being monitored.

Contractor shall provide a redundant monitoring facility in addition to the primary monitoring facility in the event that the primary monitoring facility is disabled. In the event that the primary monitoring facility is disabled, all alarm signals shall be rerouted to the redundant monitoring facility such that there is [no] [less than a 15 minute] [less than a thirty minute] [_____] break in the continuity of monitoring service. The redundant facility, when manned, shall meet the requirements covered in this specification for the primary monitoring facility.

]1.3 SUBMITTALS

NOTE: Submittals must be limited to those necessary for adequate quality control. The importance of an item in the project should be one of the primary factors in determining if a submittal for the item should be required.

A "G" following a submittal item indicates that the submittal requires Government approval. Some submittals are already marked with a "G". Only delete an existing "G" if the submittal item is not complex and can be reviewed through the Contractor's Quality Control system. Only add a "G" if the submittal is sufficiently important or complex in context of the project.

For submittals requiring Government approval on Army projects, a code of up to three characters within the submittal tags may be used following the "G" designation to indicate the approving authority. Codes for Army projects using the Resident Management System (RMS) are: "AE" for Architect-Engineer; "DO" for District Office (Engineering Division or other organization in the District Office); "AO" for Area Office; "RO" for

Resident Office; and "PO" for Project Office. Codes following the "G" typically are not used for Navy projects.

Submittal items not designated with a "G" are considered as being for information only for Army projects and for Contractor Quality Control approval for Navy projects.

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for [Contractor Quality Control approval.] [information only. When used, a designation following the "G" designation identifies the office that will review the submittal for the Government.] The following shall be submitted in accordance with Section 01330 SUBMITTAL PROCEDURES:

SD-07 Certificates

Hiring practices outline[; G][; G, [____]]
Central Station Operator Certificates[; G][; G, [____]]
In-house training outline[; G][; G, [____]]
Alarm History Report[; G][; G, [____]]
UL Certificate of Compliance[; G][; G, [____]]
Notarized Affidavit[; G][; G, [____]]
Proof of insurance[; G][; G, [____]]
Operating procedure plan[; G][; G, [____]]

Certificates of compliance, as specified.

1.4 QUALITY ASSURANCE

1.4.1 Monitoring Facility Personnel Hiring Practices

NOTE: Hiring practices are typically incorporated that lead to employing upstanding and reliable personnel.

Contractor shall demonstrate the existence of a pre-hire screening process. Satisfactory results for each segment of the screening process shall be a requirement for any employment opportunity. The process shall, at a minimum, include the following segments:

- a. felony conviction screening
- b. drug screening
- c. previous employment statement verification
- d. [a two-year degree]
- e. [____]

Contractor shall submit a hiring practices outline detailing the pre-hire screening practices currently in place.

1.4.2 Monitoring Facility Operator Qualifications

Each monitoring facility operator assigned to monitor alarms under this contract shall be qualified as specified in this section.

1.4.2.1 Central Station Operator Certificates

Monitoring facility operators shall be Security Industry Association (SIA) trained and certified as Central Station Operators. Contractor shall submit the monitoring facility operators' current Central Station Operator Certificates verifying that each monitoring facility operator has completed and passed the SIA Central Station Operator course.

1.4.2.2 In-House Training

Monitoring facility operators shall be trained on facility specific equipment and policies. Contractor shall submit an in-house training outline detailing facility specific training requirements that each monitoring facility operator must complete.

1.4.3 Regulatory Requirements

NOTE: UL 827, Central Station Alarm Services is the UL standard that covers central monitoring facilities. Under UL 827, three categories exist. Each category is identified by its UL Category Control Number (CCN). The categories and their respective CCN are as follows:

Protective Signal Services - Central Station (UUFX)
Burglar Alarm Systems - Central Station (CPVX)
Monitoring Station, Residential (CVSU)

Where the asset(s) to be monitored consist(s) only of one or any combination of the following three cases, omit the paragraph below and include paragraph titled: Central Monitoring of High Security Assets, below.

1. The asset(s) is(are) under the authority of the National Industrial Security Program.
2. The asset(s) is(are) Sensitive Compartmented Information.
3. The asset(s) is(are) Arms, Ammunition and Explosives.

All alarms monitored under this contract shall be received and handled on systems and at facilities that are in compliance with regulatory requirements specified in this section.

1.4.3.1 Security Alarm Systems

Contractor shall provide a monitoring facility that is in compliance with UL 827, Central Station Alarm Services. Compliance shall be determined by a UL-Listing in any of the following three categories:

- a. UUFX (Protective Signal Services - Central Station)
- b. CPVX (Burglar Alarm Systems - Central Station)
- c. CVSU (Monitoring Station, Residential)

Contractor shall substantiate UL-Listing in any of the above categories by submitting the associated UL Certificate of Compliance.

1.4.3.2 Central Monitoring Facility Staffing

NOTE: UL reviews the actions taken in response to alarm signals generated by UL certificated alarm systems. UL does not review the handling of alarm signals that are not generated from UL certified alarm systems. UL only addresses alarm signals from non-certified alarm systems if they interfere with the handling of alarm signals from UL certified alarm systems. The handling of alarm signals is affected by the central monitoring facility staffing. Specify an alarm history report be submitted prior to selecting a central monitoring facility to verify that the monitoring facility is staffed such that all alarms have been acknowledged and a response to the alarm has been initiated within 45 seconds per UL 1981.

Select item "a." to require compliance to the 45 second staffing requirement. Select item "b." to exceed the 45 second staffing requirement and specify a new time in the blank space provided.

UL 1981 requires monitoring facility staffing be such that all alarm signals be acknowledged and the appropriate dispatch or verification action be initiated not more than 45 seconds after the monitoring facility receiver acknowledges to the alarm panel at the protected site that the alarm signal has been received (receiver kiss-off signal).

a. [Staffing at the central monitoring facility shall be such that it is in compliance with UL 1981.]

b. [Staffing at the central monitoring facility shall exceed requirements in UL 1981. Staffing shall be such that all alarm signals be acknowledged and the appropriate dispatch or verification action be initiated not more than [_____] seconds after the monitoring facility receiver acknowledges to the alarm panel at the protected site that the alarm signal has been received (receiver kiss-off signal).]

Contractor shall submit an alarm history report listing all alarms received on [specify unannounced date here] between [specify start time here] and [specify end time here]. The date, time, and type (such as burglar, panic, trouble) of each received alarm signal as well as the date and time at which the operator initiated a response (such as verification or dispatch) shall be included in the report.

[1.4.3.3 Central Monitoring of High Security Assets

NOTE: Requirements related to equipment at the protected site as well as data transmission and response forces are not within the scope of this guide specification. The DCID 6/9, NISPOM and the

AA&E manual provide requirements for all aspects of a security system including installation guidelines, maintenance, and testing of equipment installed at a protected site as well as requirements for monitoring facility operations and staffing.

Note that inclusion of the paragraph below does not require compliance with the selected government security document in its entirety (i.e. it does not invoke requirements related to equipment at the protected site). However, designer must ensure that the alarm equipment installed at the protected site complies with regulatory and UL 2050 requirements.

The paragraph below should only be included when it is mandatory that the monitoring facility meet requirements of the DCID 6/9, NISPOM, or the AA&E manual.

The Contractor shall submit a notarized affidavit attesting to compliance with either of the following referenced standards:

- a. UL 827 and the requirements of UL 2050, section 7, and of [DIA DCID 6/9] [DoD 5220.22-M, NISPOM] [DoD 5100.76-M, AA&E Manual] as applicable to the monitoring facility only, or
- b. UL 2050, section 6, and of [DIA DCID 6/9] [DoD 5220.22-M, NISPOM] [DoD 5100.76-M, AA&E Manual] as applicable to the monitoring facility only when the area being monitored is [under the authority of the National Industrial Security Program] [Sensitive Compartmented Information] [Arms, Ammunition and Explosives].

]1.4.4 Insurance

Contractor shall carry not less than \$1,000,000 in general liability insurance. The insurance shall include coverage for omissions and errors. Contractor shall submit proof of insurance.

1.4.5 Procedure Development Conference

A procedure development conference shall be held, prior to the start of alarm signal monitoring. The purpose of this conference is to establish a clear understating of step-by-step instructions for handling each type of alarm signal to be monitored under this contract. Attendees shall include, at a minimum, a facility manager of the monitoring facility and appropriate Government personnel. Topics for discussion shall include: alarm signal types and the corresponding operator actions, the order in which operator actions are taken, Government contact information and alternate Government contact information. Other topics for discussion may include: when cancel codes are required, alarm log content, how often an alarm log will be submitted, what signals are to be flagged in the alarm log, what operator actions are to be taken if a signal fails to restore, and other topics deemed necessary by the attendees.

1.4.5.1 Scheduling and Location

Contractor shall coordinate the scheduling and location of the procedure development conference. Contractor shall provide notification of

scheduling and location information to [the Government] [_____] [two weeks] [_____] prior to the conference date. Notification information shall include the procedure development conference date, time, location, the attendees who will represent the Contractor, and their titles.

1.4.5.2 Operating Procedure Plan

NOTE: Select, in the paragraph below, the operating procedure plan submittal date relative to the start of alarm signal monitoring or relative to the procedure development conference.

[Prior to the start of alarm signal monitoring] [Within [_____] days following the procedure development conference], Contractor shall submit for review a comprehensive operating procedure plan detailing alarm signal types and the corresponding operator actions, the order in which the operator actions are to be taken, Government contact information, alternate Government contact information, and other relevant topics discussed at the procedure development conference.

1.4.5.3 Plan Verification

The Contractor shall [annually] [_____] verify, with the Government, the information in the operating procedure plan, including Government contact and operating procedure information. Contractor shall update and submit the verified plan to the Government.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION

3.1 INTERFACE

3.1.1 Alarm Signal Format

NOTE: Listed below are several examples of the numerous possible alarm signal formats. Specify the alarm signal format(s) corresponding to the format(s) produced by the alarm system installed at the protected location.

Contractor shall be capable of receiving and processing the following alarm signal [format] [formats].

- a. [Ademco Contact ID]
- b. [FBI Superfast]
- c. [4+1]
- d. [4+1 Extended]
- e. [SIA]
- f. [Radionics BFSK]
- g. [_____]

3.1.2 Communication Means

NOTE: Specify the primary communication means and, if used, the back-up communications means. In the blank spaces following the listed communication means indicate each as "primary" or "back-up", if used.

Contractor shall be capable of receiving alarm signals via the following communications means.

- a. [dial-up network], [_____]
- b. [cellular network], [_____]
- c. [long-range radio network], [_____]
- d. [Internet (TCP/IP)], [_____]
- e. [leased line (DSL, T-1)], [_____]
- f. [Local Area Network (LAN)], [_____]
- g. [Wide Area Network (WAN)], [_____]
- h. [_____] , [_____]

[3.2 AUDIO VERIFICATION

NOTE: Audio verification capabilities may be specified if an audio system will be used at the protected site.

Contractor shall be capable of supporting audio alarm verification. Audio alarm verification support shall be such that, in an alarm event, [an operator can establish two-way communication with a protected site - similar to an intercom system.] [an operator can establish one-way communication with a protected site.] Audio alarm verification shall be such that an operator can use it to help determine what dispatch action(s) is (are) appropriate.

] [3.3 VIDEO VERIFICATION

NOTE: Video verification capabilities may be specified if a video system will be used at the protected site. This specification assumes video data is not recorded at the central monitoring facility.

Contractor shall be capable of supporting video alarm verification. Video alarm verification support shall be such that alarm triggered video media can be transmitted to the central station and used by an operator to assess pre-alarm and post-alarm video information. Video alarm verification support shall be such that it can be used by an operator to help determine what dispatch action(s) is (are) appropriate.

NOTE: Presently, there are no standardized video alarm verification packages.

Use the first bracketed paragraph below if designer will specify information defining the video alarm verification package. Include information that will

ensure compatibility between the protected site and
the central monitoring facility.

Use the second bracketed paragraph below if
Contractor is to determine video alarm verification
compatibility between the central monitoring
facility and the protected site.

[Contractor shall provide resources required to be capable of monitoring
the following video alarm verification package:[____]] [Contractor shall
determine compatibility with video alarm verification system to be used at
the protected site.]

] -- End of Section --