



2025 Alarm Response Security Plan

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Theresa Kappel**

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SECTION I – GENERAL

1.1 Purpose

This Alarm Response Plan prescribes policy and procedures for the protection of the New Mexico Institute of Mining and Technology/ICASA (hereinafter referred to as NM Tech/ICASA) secure facility located at Socorro, New Mexico. It also outlines NM Tech/ICASA's plan for meeting the required five-minute alarm response to the facility and how New Mexico Tech/ICASA will protect the network and information. The plan describes the Intrusion Detection Equipment System (IDES), Security and Response-Force Personnel, and Security Operation Procedures protecting the facility and classified materials. This Alarm Response Plan is a supplement to the Standard Practice and Procedure Manual, dated April 2023.

1.2 Applicability

This Alarm Response Plan is applicable to all New Mexico Tech/ICASA cleared employees who have open/ close access to the Socorro, New Mexico facility and are on the cleared responder list, and all responding New Mexico Tech Campus Police Officers.

1.3 Review of Security Plan

This plan shall be reviewed continuously by all personnel and maintained in a current status, promptly incorporating additional and revised security requirements. Significant changes will be brought to the attention of all personnel immediately. This Alarm Response Plan will be incorporated into the annual required security training program. All New Mexico Tech/ICASA cleared employees who have alarm response duties for the New Mexico Tech/ICASA facility, and all responding New Mexico Tech Campus Police Officers will review and sign this plan annually.

SECTION II – ALARM SYSTEMS AND PROCEDURES

2.1 Intrusion Detection Equipment

The New Mexico Tech/ICASA facility is equipped with various types of equipment to provide the detection of unauthorized entry. This includes an Intrusion Detection System with 128-bit encryption, mounted motion detection sensors and balanced magnetic switches.

2.2 Alarm Monitoring

The Intrusion Detection System (IDS) is continuously monitored by Johnson Controls' central monitoring facility located in Aurora, Colorado. This IDS is monitored by Johnson Controls cleared operators in the Special Operations Department, which is responsible for monitoring all Department of Defense accounts.

2.3 Alarm Response

Johnson Controls has been provided with a list of authorized personnel to call in the event of an alarm. In the event of an alarm, Johnson Controls will follow the two procedures outlined below.

a. Alarms During Working Hours (Monday – Friday, 0800-1700):

When Johnson Controls monitoring facility receives an alarm during working hours, they will immediately contact the New Mexico Tech Campus Police Dispatch who will, in turn, dispatch an officer to the hallway outside of the facility and notify the New Mexico Tech/ICASA Cleared Indoctrinated employee instructed on the requirements for responding to alarms (Duty Officer). If they cannot contact the Duty Officer, they have been provided with two alternate Cleared Indoctrinated New Mexico Tech/ICASA employees who will immediately locate the Contract Special Security Office (CSSO, Associate Contract Special Security Office (ACSSO) or Facility Security Officer (FSO) to investigate the alarm.

The Duty Officer, or authorized cleared responder after investigating the alarm and determining the cause, will contact Johnson Controls to inform them that all “is clear.” The alarm will be noted within the New Mexico Tech/ICASA IDS Alarm Log. The Duty Officer will then secure the facility by spinning the X10 locks and setting the IDS if unoccupied.

b. Alarms After Hours and on Weekends and Holidays:

When Johnson Controls monitoring facility receives an alarm after working hours, weekends or holidays, they will contact the New Mexico Tech Campus Police by phone 575-835-5434.

New Mexico Tech Campus Police will dispatch an officer to the outside hallway of the facility. Upon placing an officer outside of the facility, New Mexico Tech Campus Police will immediately notify the Duty Officer who has been instructed on the requirements for responding to alarms.

If New Mexico Tech Campus Police has any problems notifying the Duty Officer, they will immediately notify the CSSO or ACSSO. New Mexico Tech Campus Police has been provided with the appropriate phone numbers and alternate notification numbers for all these individuals.

The Duty Officer, CSSO, ACSSO, FSO, or Cleared Indoctrinated New Mexico Tech/ICASA employee after investigating the alarm and determining the cause will contact Johnson Controls to inform them that all “is clear.” The alarm will be noted within the New Mexico Tech/ICASA IDS Alarm Log. The Duty Officer will then secure the facility by spinning the X10 locks and setting the IDS if unoccupied.

2.4 Security During Alarm/IDS System Failure/Power Outage

In the event that any of the components of the IDS encounters a catastrophic failure to the extent that the IDS can no longer provide essential security services, New Mexico Tech Campus Police will notify the Duty Officer who will physically occupy the facility until the IDS returns to normal operation, whether it is during working hours, or after working hours/weekends. The CSSO will be notified and will coordinate coverage for the facility during this period.

SECTION III – SECURITY GUARD SERVICES

3.1 On-site Security Guard

New Mexico Tech Campus Police provides an on-site police force after hours, on weekends and holidays. The police force is housed in an unclassified office on the New Mexico Tech Campus. The police force is equipped with building access, landline communications, cell phone and hand-held radios.

3.2 Physical Security Checks

The New Mexico Tech Campus Police will conduct physical security checks of the New Mexico Tech/ICASA facility and offices every four hours, ensuring that all rooms are secured at all times. These security checks will be documented and kept at the New Mexico Tech Campus Police Office and readily available for review at any time. Problems encountered during the police officers' rounds will be identified in a written report and provided to the CSSO.

3.3 Perimeter Checks

The New Mexico Tech Campus Police will conduct outside perimeter checks of the facility and will ensure that all entrances to the building are secure.

NOTE: In the event that the police officer notices something out of the ordinary, They are instructed to notify the CSSO or Duty Officer.

3.4 Five-Minute Response Force

The New Mexico Tech Campus Police shall meet the IC Tech Spec – for ICD/ICS 705 Version 1.5 requirement for five-minute response force. The police responder will be stationed at the facility door within five minutes of being notified of an alarm by Johnson Controls. The police responder will remain stationed in front of the main facility door until released by a Cleared Indoctrinated New Mexico Tech/ICASA employee serving as the Duty Officer. The Duty Officer will not relieve the police officer until an internal inspection of the facility is completed, determines the probable cause of the alarm activation, notifies Johnson Controls that the area is “all clear,” and secures the facility.

3.5 Penetration

If the New Mexico Tech Campus police officer arrives at the facility entrance and finds evidence of a break in, the Police responder will remain within view of the facility entrance, but at a safe distance should an intruder exit the facility. The intruder shall be apprehended and taken to the Socorro County Jail. The police officer will only enter the facility under escort by a Cleared Indoctrinated New Mexico Tech/ICASA employee. The Duty Officer and CSSO shall be notified immediately. Please also see Section IV, 4.3.

SECTION IV – NEW MEXICO TECH/ICASA DUTY OFFICER

4.1 General

The New Mexico Tech/ICASA Duty Officer is a Cleared Indoctrinated employee who has been entrusted to respond to alarms within one hour of alarm announcement. The Duty Officer has been instructed of their responsibilities and has been provided with building access and required notification numbers. Additionally, the Duty Officer has been provided with an Alarm Response Log.

4.2 Alarm Response Procedures

Upon being notified by Johnson Controls of an alarm, the Duty Officer will request the type of alarm and time it was activated. They will immediately proceed to the facility to investigate the alarm condition. **The Duty Officer is aware that they should arrive as soon as possible, but must be on site no later than 60 minutes from the initial alarm notification.**

Upon arriving on the site, the Duty Officer shall conduct an internal inspection of the facility, attempt to determine the probable cause of the alarm activation, complete the Alarm Response Log, notify Johnson Controls that all “is clear,” reset the IDS and spin X10 locks prior to departure. The Duty Officer will not release the New Mexico Tech Campus Police until the facility has been inspected and secured.

Internal inspection of the facility will include physical inspection of all spaces and offices, checking for signs of penetration, checking safes for signs of tampering and ensuring that all classified material is appropriately stored.

4.3 Penetration

In the event that the Duty Officer arrives at the facility and finds evidence of forced entry, they will immediately notify the responding New Mexico Tech Campus Police Department to inform them that illegal entry is indicated. Immediately after notifying the police, the Duty Officer will notify the CSSO. The CSSO is responsible for notifying the CSA Security Office.

Once the determination has been made there is no life-threatening situation, emergency and police personnel will only enter the facility under escort by a Cleared Indoctrinated New Mexico

Tech/ICASA employee. The Duty Officer will conduct an internal inspection of the facility with a police escort. The Duty Officer will remain on-site until the CSSO, ACSSO and/or the FSO arrives. The CSSO, ACSSO and/or the FSO will do a complete check of the facility to determine if any classified information was compromised. A list of all uncleared personnel will be recorded, to include Name, driver's license number, and contact number. A report of findings will be provided to the ISO.

SECTION V – PHYSICAL SECURITY

5.1 General

The physical security of the New Mexico Tech/ICASA facility is covered within the Standard Practices and Procedures (SPP) Manual.

5.2 Alarm Pass-codes

Security alarm information and pass-codes will be provided only to those who are Cleared Indoctrinated New Mexico Tech/ICASA employee, and have clear operational requirement for such information. Those employees will be assigned an individual identification number used to authorize the alarm services subcontractor, Johnson Controls, to set/reset the security alarms.

5.3 Combination Control

Written records of combinations will be placed in accountability. Combinations to the facility locks and safes will be recorded in a combination log and stored in an approved GSA safe. The combination log will be classified at the highest classification approved for the facility. Access to this log will be limited to the CSSO, ACSSO, FSO and designated appointee approved by the CSSO.

Combinations will be provided only to those persons who are Cleared Indoctrinated personnel, and who have a clear operational requirement for such information.

5.4 Changing Combinations

The combinations to the facility entrance door and safes will be changed at the earliest practical time following:

- Initial installation of the lock
- Compromise or suspected compromise of the combination
- At other times when considered necessary, such as when an employee leaves or are no longer in access

A written record of individuals with knowledge of the combinations to a container or door locks will be kept. Combination changes will be maintained in the combination log showing a complete history of every locking device.

Alarm Response Security Plan Certification

This is to certify that I have read, understand and agree to abide by the contents of the 2025 Alarm Response Security Plan.

Print Name

Signature

Date

PLEASE SIGN AND RETURN THIS CERTIFICATION FORM TO THE RESEARCH COMPLIANCE OFFICE, C/O CSSO