

## Deaf Alerter Pager Issue Form

Complete this form to request your Deaf Alerter Pager

Deaf Alerter Pagers are issued on request to all Staff / Students / Visitors who have a hearing impairment. This system notifies users of the activation of a Fire Alarm in their Building.

**Your details - to be completed by person requesting the issue of a Deaf Alerter Pager.**

Your details:	
<b>Surname:</b>	
<b>Forename(s):</b>	
<b>Payroll / Student Number (if applicable):</b>	
<b>School / Dept:</b>	
<b>E-Mail Address:</b>	
<b>Tel Number:</b>	
<b>Home Address:</b>	
<b>Signature</b>	

**Important Note:** The information you provide will be used to issue you with a University of Nottingham Deaf Alerter Pager. The information will be processed and held in the University Administration systems and used for Deaf Alerter administration and any other legitimate University purpose. In doing so, the University will observe at all times, the data protection principles embodied in the Data Protection Act 1998. Your data will not be disclosed for other purposes without your consent.

**All following sections need to be completed...**

If you are a visitor, please give a brief explanation of your association with the University...  
*For example: The department of conference you are visiting or working with.*

**Notes:**

It is expected that you will apply the following controls to this Deaf Alerter Pager...

- Keep it in good working condition.
- Return it to Security Control, Trent Building at the University Park, for routine six monthly maintenance checks, on or before the following...
  - Mandatory -**The last day of Summer Term**  
(The last day of the Summer Term if you are leaving the University)
  - Mandatory - **The last day of the Autumn Term**  
(check the University web pages for current dates  
<http://www.nottingham.ac.uk/about/studying/dates.php>)
  - Including the above, any additional date stated by Security Control  

Security specified date:	
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*Staff, Students studying over the summer and Visitors returning their Alerters at the end of the Spring and Autumn terms will be issued with a replacement. Batteries will be replaced free of charge by Security.*

**Disclaimer:**

The Estate Office can not be held responsible for the non-functionality of the Deaf Alerter Pager system if the Pagers and Cradles are not returned for the routine maintenance, as mentioned above.

**Deaf Alerter Equipment Endorsement...**

To be completed by the Head of School/Central Service (or representative) endorsing the request.

Name:
Job Title:
Contact Details:
Signature:
Date:

**When completed return this form to:**

Security Control Room  
Trent Building  
University Park  
Nottingham, NG7 2RD

Your Alerter Pager may be collected for immediate use.  
If you experience any problems in using this equipment, please contact Security Control on (0115) 9513013

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**FOR OFFICE USE ONLY:**

<b>Security Authorised by:</b>
<b>Pager (4-digit) ID Number issued:</b>
<b>Pager Serial Number issued:</b>
<b>Guide Notes issued:</b>
<b>Date Issued:</b>
<b>Page one &amp; two photo copied and issued to user:</b>
<b>Date Returned:</b>

**A Deaf Alerter Asset Tracker has been designed and given to the University for the purposes of recording equipment serial numbers. The Asset Tracker software will be available to Security Control only via their general purpose PC.**

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Ver5  
18/07/07