

Kapi'olani Community College
Campus Safety & Emergency Management
Alarm Code Request
Last Revised: August 2020

This form must be received 5 working days in advance of requested date. Please fax form to Campus Safety & Emergency Management at (808) 734-9905.

- 1) Codes will be issued by email to the individual.
- 2) Supervisor must submit this request to issue/cancel an alarm code upon termination or transfer of an employee.
- 3) Codes will be issued/cancelled by Campus Safety & Emergency Management department upon receipt of this notice.

Staff Name :

Date:

Building:

If multiple, write additional buildings:

Department:

Room(s):

<u>Supervisor Authorization</u>		
Name	Title	
Signature	Issue	Cancel

<u>CAMPUS SAFETY AND EMERGENCY MANAGEMENT USE ONLY</u>	
CODE ISSUED BY	DATE
CODE CANCELLED BY	DATE
CODE	