5.2 Fire Alarms - Responses

Purpose
Security Officers will respond to alarms promptly.

Guideline
When notified of a fire alarm by the Control Centre, the following procedure will take place:

- Mobile Rover to attend Balaclava Road to await Emergency Services.
- Area rover for which the fire alarm was activated will attend the fire panel at the relevant building.
- Area rover for which the fire alarm was activated will direct all other area rovers to specific locations surrounding the building where the fire alarm was activated.
- All area rovers are to ensure that no one enters the building where the fire alarm was activated.
- Once Emergency Services are on site, Mobile Rover will escort them to the location of the fire alarm activation.
- In the event where there is no fire evident, Mobile Rover will accompany Emergency Services to the location of the fire alarm activation. Area Rover will remain at the fire panel.
- Area Rover at fire panel will take direction from Emergency Services on further action to take (system re-set/keep panel isolated etc.)
- Once Emergency Services give the ‘all clear’ Area Rover will inform the remaining area rovers to allow students/staff/visitors/contractors back into the building.
- All Security Officer will then resume their normal duties.
- Control Centre Operator will then submit a report regarding the fire alarm and send it to Property Technical Services for their information.

NOTE: This is for false alarms. We need an SOP for a real fire situation. It should probably come from the Campus Emergency Management Plan.
<table>
<thead>
<tr>
<th><strong>Contact Officer</strong></th>
<th><strong>Campus Security Manager</strong></th>
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<tr>
<td><strong>Date Approved</strong></td>
<td>1 July 2012</td>
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<tr>
<td><strong>Approval Authority</strong></td>
<td>Director, Property</td>
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<tr>
<td><strong>Related Policies, Procedures, Guidelines, Forms or Templates</strong></td>
<td>Security Services Section – Standard Operating Procedures</td>
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<td><strong>Next Date of Review</strong></td>
<td>1 July 2013</td>
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