9.4 C10A Alarms

**Purpose**

To provide security for all the C10A premises, staff and building management functions.

**Guideline**

There are 4 levels that are protected by the alarm system. There are 8 separate Areas that can be armed covering the C10A premises. The C10A building is protected by magnetic reed switches and motion detectors.

### BY AREA

<table>
<thead>
<tr>
<th>AREA</th>
<th>LEVEL</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3</td>
<td>CASHIERS &amp; back external single door on Bank at Level 0</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>The SHOP and The SPOT</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>All of Level 3 except Cashiers</td>
</tr>
<tr>
<td>4</td>
<td>0</td>
<td>Atrium, including Admin North exit door &amp; roller shutter PIR in Admin foyer</td>
</tr>
<tr>
<td>5</td>
<td>2</td>
<td>All of Level 2. - Lee’s Restaurant, Bar and Games room</td>
</tr>
<tr>
<td>6</td>
<td>0</td>
<td>Level 0, Not including the Atrium and Administration</td>
</tr>
<tr>
<td>7</td>
<td>1</td>
<td>Level 1 except The SHOP and The SPOT</td>
</tr>
<tr>
<td>8</td>
<td>0</td>
<td>Administration inside glass double doors.</td>
</tr>
</tbody>
</table>

### BY LEVEL

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>AREA</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>4</td>
<td>Atrium, including Admin North exit door &amp; roller shutter PIR in Admin foyer</td>
</tr>
<tr>
<td>0</td>
<td>6</td>
<td>Level 0, Not including the Atrium and Administration</td>
</tr>
<tr>
<td>0</td>
<td>8</td>
<td>Administration area inside glass double doors</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>The SHOP and The SPOT (spot on level 0)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
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<td>1</td>
<td>7</td>
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<td>All of Level 3 except Cashiers</td>
</tr>
</tbody>
</table>

**Arming and Disarming using the Alarm Panel**

The Security Officer will be allocated a 4 digit Access Code to identify them as the user of the alarm panel.

**To ARM an Area (or Areas)**

**PRESS:** Some panels will give a “beep” as each button is pressed

1. **CLEAR.** This will clear the screen ready for your input
2. Input your **CODE.** – A * will appear each time a number is pressed.
3. **ON** - This means you are going to turn the alarm **on** in the Area you choose.
4. Press the number of the **AREA** you want to ARM.
5. **ENTER.** The light for the AREA you put in should now come on.
6. To continue ARMING other AREAS repeat steps 4 and 5.
7. When finished press **CLEAR**

**Problem Solving**

- You cannot Arm an Area until ALL inputs are clear. An input is a sensor on a door or motion detector (PIR). Each input is allocated a number.
- When an Area will not arm the light will not come on and a beeping sound will be heard. The information of the problem “input” will appear on the top of the screen. - For example, **LEVEL 1 55 Double Glass Doors.** - 55 tells you the input number followed by the Level and a short description of the input sensors location. WRITE this information down.
- See plans for physical locations of known input numbers for assistance
- The Security Officer will then need to check the door etc where the input is open and secure it
- The Security Officer can now Arm the Area.
• If multiple inputs are open pressing the “down arrow” on the panel can scroll these through.

• WRITE them all down on paper before going to investigate, as you may need this information later to enter into the daily log.

Faulty Inputs

• If the Security Officer has confirmed the input is secure and it continues to prevent the Area from being Armed the “faulty” input will need to be isolated from this Area.

• Record this in your daily log.

• ONLY isolate the inputs that are faulty.

To DISARM an Area (or Areas)

Use the same steps as Arming except at step 3 you press OFF

PRESS- Some panels will also give a “beep” as each button is pressed

1. CLEAR. This will clear the screen ready for your input
2. Input your CODE. - * will appear each time a number is pressed. Some panels will also give a “beep”
3. OFF - This means you are going to turn the alarm off in the AREA you choose.
4. Press the number of the AREA you want to DISARM.
5. ENTER. The light for the Area you put in should now go off.
6. To continue DISARMING other AREAS repeat steps 4 and 5.
7. When finished press CLEAR

To ISLOATE a Input

1. Press CLEAR
2. Press MENU
3. Put in your CODE
4. Put in 10 (ten) or scroll through until you find ISOLATE
5. ENTER
6. Put in the number of the faulty input
7. Press ENTER
8. Repeat steps 6 and 7 for multiple inputs to be isolated
9. Press CLEAR

**To DE-ISOLATE a Input**

Soon after commencing duty the alarm panel should be checked to make sure all inputs are de-isolated.

If inputs are isolated then the security officer must de-isolate them.

The steps are the same except you put in 11 (eleven) at step 4.

- You can only De-Isolate an input that has already been Isolated.

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**Contact Officer**  
Campus Security Manager

**Date Approved**  
1 July 2012

**Approval Authority**  
Director, Property

**Related Policies, Procedures, Guidelines, Forms or Templates**  
Security Services Section – Standard Operating Procedures

**Next Date of Review**  
1 July 2013