## 11.9 E11A - Alarms

### Purpose

*All alarms must be responded to immediately.*

### Guideline

All alarms must be responded to immediately

If a false alarm occurs –

- Swipe your access card over the appropriate reader
- Silence the siren at the computer.

This can be de-activated from either C1A or the E11A security desk.

1. Click on *actions*, located in bottom right corner of the screen.
2. Click on *Outputs*
3. Click on *Output Groups*
4. Double Click *Security Group*
5. Click *External Siren*, and *External Strobe*
6. Click *Turn Off*
7. Check that everything *except* main disable button are *Off*
8. Click Close

<table>
<thead>
<tr>
<th>Contact Officer</th>
<th>Campus Security Manager</th>
</tr>
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<td>1 July 2012</td>
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<tr>
<td>Approval Authority</td>
<td>Director, Property</td>
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<td>Security Services Section – Standard Operating Procedures</td>
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