11.16 Alarms-Duress Alarm Testing (E11A)

**Purpose**

To ensure that all Duress Alarms are in working order.

**Guideline**

There are a number of Duress Alarms located throughout Building E11A. These Duress Alarms are located in Offices that contain sensitive materials.

The Control Centre Operator has a list of all Duress Alarm locations within E11A and will print a hard copy of these locations for the E11A Concierge.

On the 1st day of every month the E11A Concierge is required to test all Duress Alarms within E11A. If the 1st of the month falls on a Saturday, Sunday or Public Holiday, testing will be conducted on the next weekday.

Any Duress Alarms found to be not working will be reported to the Security Operations Coordinator.

Contact Officer: Campus Security Manager

Date Approved: 04/12/13

Approval Authority: Director, Property

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

Next Date of Review: 04/12/14