### 6.17 Graduations – Fire Alarms

<table>
<thead>
<tr>
<th>Purpose</th>
<th><strong>To ensure that Security Officers respond immediately to Fire Alarms during Graduation Ceremonies.</strong></th>
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</table>
| Guideline | The Fire Indicator Panel in the Security Office will go into alarm if fire or smoke has been detected in a building with the Campus.  
  - Under NO circumstances is any advice/notification to be given by any officer of a false alarm to the Fire Brigade.  
  - The status is to remain as an alarm until a Senior Officer from Fire Brigade decides otherwise.  
If the fire or smell of smoke etc is reported in person, the Control Centre Operator is to:  
  - Clearly note the full name and contact details of the person(s) reporting the emergency.  
  - The person should be requested to remain on site until the alert is resolved and assist in pinpointing the area of concern.  

**Control Centre Operator:**  
The CCO must confirm that the building in alarm is not isolated on the Simplex Main Fire Indicator Panel in the Security Office.  
  - If the building is isolated then there has been no call to the Fire Brigade via the transponder and the brigade must be called manually via ‘0, 000’.  
  - If the Brigade has not arrived on site within 10 minutes of the alarm activation – The Control Centre Operator is to call ‘0,000’ and verbally ‘re-advice’ the Fire Brigade of the activation and find out why there was no response. e.g. the transponder may have a fault and we may be unaware of it.  
  - The CCO will direct all available Security Officers to the location of the alarm. The Security Officer for the ‘area’ will attend the fire panel of the building in alarm.  

**Security Officers:**  
  - The Mobile Rover is to be dispatched to meet the NSWFB at Balaclava Road to escort them to the location of the alarm.  
  - Security Officers at the scene of an alarm will liaise with the buildings Fire Wardens to ensure everyone is
evacuated from the building.

- Depending on the extent and type of alarm, the Security Officer attending the alarm panel may be required to operate the EWIS Panel to accelerate the evacuation process.

**Emergency Services**

On arrival, the senior officer of the attending Emergency Services Department will assume control of the situation.

Only the senior Fire Brigade officer in attendance is authorised to open the building’s Fire Panel to silence the alarm, and/or reset the Fire Indicator Panel.

The Senior Officer of the Fire Brigade attending the scene shall be the only officer authorised to call an “**All Clear**”.

On approval from the Fire Brigade, the Security Officer at the Fire Alarm Panel will ensure that any persons assembled in the evacuation areas are advised that it is safe to return to their floors.

**Security Officer – Floor Warden Duties**

In some instances, buildings do not have a designated Floor/Building Wardens. In these cases the attending security officer(s) will assume the role.

Particular attention will be made to address and reassure mobility impaired persons who have congregated in the various lift foyers.

Any attempt to extinguish the fire should only be made if it is safe to do so.

If there is no fire, Security Officers will advise the Control Centre Operator and proceed to the Fire Indicator Panel and await the Fire Brigade.

Security attending a fire alarm will also be required to perform traffic control duties. These duties include;

- Maintaining a clearway for Emergency Services to access the building roadway nearest the building, and
- Ensuring pedestrians do not re-enter a building after it has been evacuated, and
- Ensuring that persons have been evacuated to the ‘best’ Assembly Area in the particular circumstance.
<table>
<thead>
<tr>
<th><strong>Contact Officer</strong></th>
<th>Campus Security Manager</th>
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<tbody>
<tr>
<td><strong>Date Approved</strong></td>
<td>1 July 2012</td>
</tr>
<tr>
<td><strong>Approval Authority</strong></td>
<td>Director, Property</td>
</tr>
<tr>
<td><strong>Related Policies, Procedures, Guidelines, Forms or Templates</strong></td>
<td>Security Services Section – Standard Operating Procedures</td>
</tr>
<tr>
<td><strong>Next Date of Review</strong></td>
<td>1 July 2013</td>
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</table>