11.10 Security Systems – Duress Alarms

**Purpose**
All duress alarms must be responded to immediately.

**Guideline**
The Vice Chancellor and personal assistants all have duress alarms in their offices. These alarms must be actioned immediately.

When Duress Alarms are activated in E11A the Campus Security Manager and or Security Operations Coordinator are to be notified immediately.

All alarms and responses are to be recorded in IRIS.

If false reset the duress button by using a small silver key with rounded top, placing it in the duress button, and turning.

**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