

AFTRS Security Alarm Procedure Approved 01/12/2009

Introduction

An alarm has been installed to the AFTRS facility comprising of PIR sensors to protect the building from intruders outside guarded hours.

The system is activated from any the remote access keypads in the building;

Rear door to carpark (Level 1)
Front security reception area (Ground level)
Back security office (Ground level)

The system is armed when the guards leave the building in the normal hours shown below. If staff are required to stay beyond these hours, the duty guard will stay on site. For overnight network or upgrades or similar, staff may be able to be on site without a guard with prior authorisation.

Open/Close Schedule

0630 - 2330 Mon - Friday Guards are on site.

0830 - 1930 Sat - Sun Guards are on site.

Hours may vary slightly on weekends or when events are on.

Staff access to the building using the alarm system

On occasions where authorised staff (attachment 1) are required to re-enter the building when a guard is not on site, the system will need to be deactivated and re-armed using a PIN.

In an emergency where access required when the Entertainment Quarter gates are closed, Entertainment Quarter Security on site guards can be contacted 24 hours on 02 8117 6718.

When the alarm is activated

The alarm system is monitored for any alarms or departures from the 'normal' occurrences. The following occurs in these cases:

1. Alarm monitoring company contacts AFTRS security.
*Fogl Knight Security on site guard telephone number
02 9805 6540 or 02 9805 6577*
2. Alarm monitoring company contacts Entertainment Quarter Security on site guard.
02 8117 6718
3. Entertainment Quarter Security on site guard patrols building to investigate and reports back if obvious false alarm and monitoring company resets system.
4. In the event of a genuine incident key holders are notified.

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