

Monash University Procedure

Procedure Title	Electronic Security Alarms Procedures
Parent Policy	Electronic Security Alarms Policy
Date Effective	23 March 2017
Review Date	23 March 2020
Procedure Owner	Director Services, Buildings and Property Division
Category	Operational
Version Number	2.0
Content Enquiries	F-SPolicy@monash.edu
Scope	<p>This policy applies to all staff and students of:</p> <ul style="list-style-type: none"> • Monash University at the university's Australian campuses, Residences and off-campus facilities; and • Monash College Pty Ltd business units at the university's Australian campuses.
Purpose	<p>To ensure that all electronic security alarm system equipment and monitoring is effectively applied, managed and maintained within Monash University environments.</p> <p>The primary use of electronic security alarm systems is to protect persons and property by providing a means to deter, deny and/or detect unlawful behaviour. Where University property contains critical assets, highly confidential or sensitive information or supports the performance of tasks that may be accompanied by a higher than usual 'security' related risk, consideration should be given, as part of a total security solution, to the benefit/s of installing a suitable, monitored alarm system.</p> <p>All sections of the university community have a responsibility to consider their own environmental security issues and are encouraged to seek professional advice from the university's security services regarding the most appropriate security solutions, including electronic alarms.</p>
PROCEDURE STATEMENT	

Considering Installation of Electronic Security Alarm Equipment

1. Where a section of the university community is seeking professional advice on the installation of any electronic security alarm equipment on any university owned and or occupied property, such consultation and advice shall be sought from the University's Security Systems Manager or delegate, including a campus security representative.

Responsibility

Any section of the university community wishing to install electronic security alarm equipment.

2. The local campus security representative and the University Security Systems Manager will liaise to ensure an effective security solution, compliant with the University Standard, is delivered.

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Responsibility

Campus security representative
University Security Systems Manager

3. In the case of a Building and Property Project, appropriate local and divisional security and Building and Property representatives will liaise as required with the Project Manager and/or their nominated representative and/or consultant, or customer, to determine the most effective university-approved and supported security outcome.

Responsibility

Local and divisional security and Buildings and Property representatives

Approved Equipment Specifications

1. The approval process for the development of the University Standard specification on electronic security system equipment requires consultation between the University Security Manager, the University Security Systems Manager, the Director Services and Security Supervisors, resulting in a recommendation by the University Security Manager to the divisional office of Buildings and Property for approval.

Responsibility

University Security Manager
University Security Systems Manager
Services Director
Campus Security Supervisors

2. Where the requirement for an alarm system is being examined by a university security representative, they shall consult with the customer or their representative and/or, where a building project officer has been assigned to a particular minor works project, with that building projects officer.

Responsibility

University security representative

3. The university security services shall ensure that where monitored alarm systems are installed this is done in accordance with the University Standard, industry best practice and is compliant with relevant building code and Australian standards.

Responsibility

University Security services

Installation of Electronic Security Alarm Equipment

1. To ensure electronic security system-wide compatibility and maximum operational effectiveness is maintained, all electronic security system installation and/or repair must first be approved by the university's security services.

Prior to any works commencing, the Security Equipment Installer will have successfully completed the Monash University Security Equipment Installer training and produce their current Security Equipment Installer Registration Certificate to a university security representative.

The Security Equipment Installer must also be listed on the Buildings and Property Security approved contractor list.

Responsibility

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Any person seeking to select, install, maintain and/or operate electronic security equipment at university premises
University security services.

Responsibility for System Management and Monitoring

1. The selection, installation, maintenance and operation of all electronic security equipment at university premises must be done in consultation and with the prior approval of the university's security services to ensure maximum benefit, system and network compatibility, as well as compliance with the various codes and standards.

Responsibility

Any person seeking to select, install, maintain and/or operate electronic security equipment on university premises

2. The university security service is responsible for managing the organisation's electronic security systems.

Responsibility

University security service

Financial Obligations and Responsibilities

1. Discussion between the university's security services and involved parties must take place at the earliest opportunity to clearly establish financial obligations and responsibilities before works commence. The cost of installation and maintenance of electronic security systems is dependent on a number of factors and these can include:
 - Whether the proposed security works constitute part of a broader project.
 - Whether the proposed security equipment is for shared or individual departmental use.
 - Whether the proposed works and services form part of an existing service level agreement.

Responsibility

Any person seeking to select, install, maintain and/or operate electronic security equipment at university premises
University security services

Training and Use of Alarms

1. All approved staff, students and maintenance personnel who are required to operate an alarm system must be trained through induction to be competent in the correct operation of the security system.

Responsibility

All approved staff, students and maintenance personnel who are required to operate an alarm system.

2. Department/faculty access coordinators may seek approval from the university's security services for persons within their unit to be issued with a security alarm arm and disarm code and, where a code is so provided, must advise the campus security supervisor and/or security control room, should the circumstances for issue change. A person who is authorized to arm or disarm an electronic security alarm must not reveal their security alarm code to any other person.

Responsibility

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Department/faculty access coordinators
Any person authorized to arm or disarm an electronic security alarm

3. Where a person's authority to operate an alarm system is no longer current, their code must be deleted from the system at the earliest opportunity.

Responsibility

Department/faculty access coordinators
Campus security office

4. The campus security office will be assigned a code for use in emergency situations and/or to reset the alarm after activation.

Responsibility

Campus Security office

Responsibility for implementation	Executive Director, Buildings and Property Division
Status	Revised
Approval Body	<p>Name: Chief Operating Officer and Senior Vice-President</p> <p>Meeting: Date: 23/3/17</p> <p>Agenda item: n/a</p>
Definitions	<p>Alarm System: Any electronic intruder detection, hold-up or duress alarm system installed for the purpose of detecting or signalling security related incidents, whether or not as part of another system (e.g. an access control system).</p> <p>Campus Security Office: The main security office at or responsible for a university campus or other location.</p> <p>Capital Works Project: University project over \$500,000 and/or managed by Buildings and Property Division.</p> <p>Controlled Area: Any area or space on campus or at another university facility to which general or public access is not available at that time, and this may be characterized by signs, locked doors, fences, boom-gates, sentinel tape, or be defined by the instruction of a campus security officer or designated member of staff.</p> <p>Campus Security Coordinator: A person appointed to the role by the university.</p> <p>Critical Assets: Any university equipment, documents, intellectual or other property, the loss of which would seriously impact on the activities of the university.</p> <p>Department/Faculty Access Coordinator: A staff member in a given department or faculty who has been delegated the authority by their dean or department head to grant, deny or revoke access privileges to controlled areas for which the faculty or department is directly responsible.</p> <p>Buildings and Property Representative: A person appointed to the role by the university.</p>

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	<p>Director Services: A person appointed to the role in the Buildings and Property Division by the university.</p> <p>Minor Works Project: University project under \$500,000.</p> <p>Monitored Alarm System: One which is connected via LAN, WAN, PSTN or other means to a central monitoring station, or the university security control room, which will communicate system alerts and facilitate appropriate responses to alarms.</p> <p>Project Manager: A person appointed to the role by the university.</p> <p>Security Equipment Installer: A person who is employed or retained to install, repair, service or maintain security equipment.</p> <p>Security Supervisor: A person appointed to the role by the university.</p> <p>University Security Advisory Office: The university (organisational) divisional security management unit.</p> <p>University Security Manager: A person appointed to the role by the university.</p> <p>University Standard: A specification, maintained by the university security advisory office, for all university electronic security system equipment, from which all minor and major project work security specifications are to be developed.</p> <p>University Security Systems Manager: A person appointed to the role by the university</p>
Legislation Mandating Compliance	
Related Policies	<p>Access Control (Electronic) Policy</p> <p>Access to Controlled Areas Policy</p> <p>Security Closed Circuit Television (CCTV) Policy</p> <p>Key Policy</p> <p>Private Security Act 2004</p>
Related Documents	