

SECURITY - MD4002 LAB STUDENTS (2014)

1. Students who are conducting lab projects in the main research labs, photonics labs, coding rooms or consultation room require a bespoke security profile for the duration of the project. The process is:

- a. MD4002 Module Controller completes the matrix attached and this is passed to the Teaching Administrator.
- b. This list is passed to Access Control so the cards can be activated.
- c. The list is posted on Hildegard.
- d. All students using secure rooms receive a security brief on their responsibilities while in secure rooms. This immediately precedes the safety brief.

2. Protocols:

- a. Those who attend the brief will have their cards activated for the zones they require at 2 pm on the day of the brief (28 Jan 14) until 5 pm on the day of dissertation submission (18 Apr 14).
- b. Entitled students will be able to pass the locked doors and therefore work in the labs on working days (Mon to Fri in term time) from 8.30 am to 5 pm.
- c. On non-working days (Sat, Sun) and after 5pm on working days students may use the lab only under direct supervision of their supervisor¹.
- d. Students to be briefed on the importance of maintaining security and the reputation damage that would follow from a security incident. The [Building Security brief](#) should be sent to them and the following points emphasised:
 - (1) Ensure secure doors are always left shut, doors never to be propped open.
 - (2) No non-entitled persons to be let in to the secure rooms.
 - (3) Report lost cards to the school office without delay.

¹ Direct Supervision means that the supervisor is present in the lab.
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University of St Andrews - School of Medicine Handbook

			Access required (Tick)					
	Student Name	Email (@st-andrews.ac.uk)	Research Labs	TC rooms	Photonics	Consultation Room	Coding Room	Attended Security Brief
1			Zone O	Zone P	Zone N	Zone S	Zone R2	
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