COMMON SECURITY MEASURES

THESE INSTRUCTIONS SHOULD BE READ BY ALL

1.   **Why should you read this?** These security instructions outline measures implemented to protect your belongings and the high value components of this building from theft or sabotage. You need to do three things to contribute to good security:

   a.   Adhere to the few general procedures contained on this page.

   b.   Be vigilant and have the determination to challenge, intervene or report poor security if required.

   c.   Comprehend the detailed instructions for the higher security areas.

2.   **Swipe Doors**. Most swipe doors will be 'unlocked' for working hours but require a swipe / prox card to open them at other times. Users should ensure that swipe doors shut behind them and that unauthorised persons do not pass a door without using their own swipe card (tailgating). Swipe doors are normally also fire doors and must never be wedged open and left unattended. Swipe doors that do not lock after hours must be reported to the School Ops Manager.

3.   **Swipe Cards**. Cards may fail if bent or cracked. Lost or failed cards should be reported to the School Ops Manager without delay.

4.   **Unattended Belongings**. Valuable property must not be left unattended; items left lying will be moved for safekeeping without warning.

5.   **Vigilance**. All staff and students should have no hesitation in reporting suspicious persons, packages, bags or items to a janitor or senior member of staff without delay.

6.   **CCTV**. CCTV covers many parts of the building and is viewed live and recorded.

7.   **Security Alert**. In the event of a security incident the muster point is the grass on the far side of the Gateway building.

University of St Andrews - School of Medicine Handbook

Author:	Executive Administrator (DCM)	Approval Committee:	
Consultees:			
Location/s (Med Handbook):			
Location of source file:	2		
Access Level: **(Public/University/School Staff)**			
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Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
18/10/2021	Published version	