14.1 EMC² Building - General

**Purpose**

To provide access and security to students and staff utilizing the Macquarie University Chiropractic Clinic, Postgraduate Coursework Hub and Research Labs.

**Guideline**

EMC² (3 Innovation Road) is a privately owned building. The Building is managed by a Property Management Company, Knight Frank.

The Building Manager is David Plumb. David can be contacted on 9476 5022 or david.plumb@au.knightfrank.com in the event of an emergency.

The ground floor has been leased by the Faculty of Science at Macquarie University. Floor plan attached.

The Security Officer on duty is required to stay at the Reception Desk on the Ground Floor and provide access to staff/students within the Faculty of Science leased space. The leased space consists of:

- The Macquarie University Chiropractic Clinic
- Research Laboratories
- Postgraduate Coursework Hub which consists of:
  - Tutorial Rooms
  - Computer Labs
  - Self Study Room
  - ‘Breakout Rooms’
- Shared space with Access Macquarie and Macquarie University Office of Financial Services:
  - Kitchen/Meal Room with Outdoor Area
  - Meeting Room

The operating hours for the Postgraduate Coursework Hub space is currently:

Monday to Friday  0900 – Midnight
Sat/Sun/Public Holidays 0900 – 2130
Chiropractic Clinic

The Chiropractic Clinic is operated by staff and Department of Chiropractic students. These students do not have access to the Clinic unless a Department of Chiropractic staff member is present. Staff members needing access to the Clinic have their own access card. DO NOT GIVE ANYONE ACCESS TO THIS AREA. Operating hours for the Clinic are:

Monday to Friday  1200 – 1900
Saturdays  0800 – 1600

Research Laboratories

There are five Laboratories within the leased space. These Laboratories are to be used by students enrolled in the Course Unit. If a student is working alone in a Laboratory they are to call security (welfare check) every hour. If a student does not call, the Security Officer on duty must physically check on the welfare of the student.

Postgraduate Course Work Hub

Tutorial Rooms - There are two Tutorial Rooms within the leased space. One consists of 70 seats and the other 30 seats.

Computer Labs – There are two Computer Labs, both with 30 computers each. The computers are connected with a ‘tamper’ alarm.

Self Study Room – The self study room has 16 desks. 10 desks with computers and 6 desks without computers. The Self Study Room is restricted to students that are listed on the Course Unit Roll. Food and drink are not permitted in this room with the exception of bottled water.

To gain entry to this room, students must follow the following procedure:

- Go to the EMC² Building Ground Floor Reception Desk
- Present their Macquarie University Student Identification card and advise you of the Unit Number
- They will ask you for access into either the Self Study Room, or EMC210 or EMC22
- Take their Macquarie University Student Identification card
- Loan them a Silox card to open the room door
• The student will take the Silox card and swipe the card reader located near the room door
• They will prop open the door with a chair or their bag
• They will then return the Silox card back to you
• You will then return their Student Card
• The student can now return to the room and start their studies.

At the commencement of your shift, you are to ensure that all equipment is in the room as stated. **NO ONE IS TO REMOVE ANYTHING FROM THIS ROOM WITHOUT PRIOR NOTIFICATION.**

**Breakout Rooms** – There are 3 Breakout Rooms which are used by students for group study. These rooms consist of table and chairs only.

30 minutes before the end of shift, the Security Officer on duty is to conduct a patrol of the leased space and inform students that it is ‘time to leave’. Once everyone has left the Security Office must ensure that all external doors to the leased space are secures. Special attention is to be given to the Outdoor Seating Area off the kitchen/Meal Room.

**Parking**

Parking within the grounds of EMC is restricted to card holders with access. Staff/students that do not have access to the boom gate of the EMC car park are not entitled to park there.

There will however, be occasions where staff members may need to drop off teaching or lab materials. If this is the case, they must follow this process:

• Staff members are to give notice to the Department of Science informing them of the date they intend to drop of the teaching/lab materials. This information will be relayed to security working at EMC
• On arrival they will contact security via the intercom at the entry to the EMC car park stating their name
• Security will open the boom gate and allow the person to drop off the teaching/lab material
• The staff member will then move their vehicle to one of the University car parks
<table>
<thead>
<tr>
<th><strong>Contact Officer</strong></th>
<th>Campus Security Manager</th>
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<tr>
<td><strong>Date Approved</strong></td>
<td>21 March 2013</td>
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<tr>
<td><strong>Approval Authority</strong></td>
<td>Director, Property</td>
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<tr>
<td><strong>Related Policies, Procedures, Guidelines, Forms or Templates</strong></td>
<td>Security Services Section – Standard Operating Procedures</td>
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<td><strong>Next Date of Review</strong></td>
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