## 12.4 Macquarie University Village Duties and Procedures

### Purpose

To ensure that Security Officers working at MU Village perform their duties correctly.

### Guideline

#### General Duties

- Ensure the general safety and security of both the residents and MUV Property.
- Assist the RA’s with enforcing house rules.
- Co-ordinate in conjunction with the RA on duty the emergency evacuation of the property.
- Conduct constant patrols through the premises.
- Report any emergency to the RA on duty.
- Administer emergency first aid.
- Complete detailed reports of any incidents that occur during your shift on MUV property.

#### Procedures

- On arrival at MU Village, Victor 1 will attend the Administration Office and contact the Residential Advisor (RA) on duty via intercom for a handover and instructions.
- The RA on duty’s name will be clearly displayed on the door. (Note: Do not attend to the RA’s unit, as the RA may be doing rounds and will not be in their unit.)
- Collect the site keys which are kept in the key cabinet in the office.
- The RA will issue you the duty keys on shift. These keys are to be kept on your person at all times as it consists of the site master and access swipe card.
- After you sign in you will accompany the RA on a full security inspection around the Village. The RA will brief you on any relevant information that will assist you in performing your security duties.
- Once all necessary equipment has been collected and the briefing/inspection with the RA has concluded, contact the Security Control Centre Operator and inform him/her of
On nights when Victor 2 is working, Victor 1 will meet with Victor 2 and hand over a radio and conduct a briefing.

<table>
<thead>
<tr>
<th>Contact Officer</th>
<th>Campus Security Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Approved</td>
<td>21 March 2013</td>
</tr>
<tr>
<td>Approval Authority</td>
<td>Director, Property</td>
</tr>
<tr>
<td>Related Policies, Procedures, Guidelines, Forms or Templates</td>
<td>Security Services Section – Standard Operating Procedures</td>
</tr>
<tr>
<td>Keywords</td>
<td>1 July 2013</td>
</tr>
</tbody>
</table>