9.5 Securing C10A

| Purpose | To provide security for all the C10A premises, staff and building management functions. |
| Guideline | It is the Security Officers responsibility to make sure the building is secured before going “Off-Duty”  
The only exceptions to this are when staff are working in identified areas e.g.;  
Cleaners are onsite  
C10A Staff code holders are still on the premises and they will arm themselves. |

**LEVEL 0**  
This level is made up of 3 Areas on the alarm panel.

- Administration – Area 8  
- Atrium - Area 4  
- The rest of Level 0 – Area 6  
- SPOT - Area 2

**Administration**

- Check and secure the 3 external doors. Close the blinds.  
- Lock the front glass reception door, so that a swipe card must be used to enter the reception area.  
- Turn off all lights

**Atrium**

The atrium is only monitored by motion sensors (PIR’s). Therefore it is important that all doors and windows are checked.

- Check and secure all external glass doors and windows. Some of these are a bit loose either at the top or the bottom. So long as they are secure it is OK.  
- Roll down the roller door. The switch is in the kitchen area, just inside the double door at the side of the roller door.
Card access id required to enter this door.

- Check and secure the external glass exit door next to the roller door.
- Check and secure all doors behind the stage, including those up the stairs in the “green room”. Turn off the lights in green room and behind the stage. Leave any fire escape lights on.
- Turn off the Atrium lights. The switches are located in the kitchen opposite where the roller door switch is (preferred) OR on the panel behind the stage.

**Offices and Kitchen areas**

These areas are monitored by both door alarms and PIR’s. The staff exit doors allow them to be opened when the area is armed only for a short while.

- Check and secure the double glass door at the end of the Spot/Coop book shop corridor, opposite the NAB bank. Everyone should be out by 1900.
- Check automatic opening door (Administration at the opposite end of the foyer to the roller door) that it has not been left wide open. There is a sensor above the door that will allow the door to open anytime. *Yes this door is Area 6 whereas the other exit door and the roller door are area 4*
- Check toilets near kitchen and staff exit door.

**SPOT**

This premises is secured and armed by C10A SPOT staff after trading. Spot is monitored by reed switch and PIR, Camera is also located out the side the front doors.

**LEVEL 1**

This level is made up of 1 area on the alarm panel

- The SHOP – Area 2
- The rest of level 0 (Food Court, STA Travel corridor, Main Entry foyer, microwave room and the marketing rooms) – Area 7

**The SHOP**

These premises are secured and armed by C10A shop staff. The Security Officer will not need to access these premises unless
there is an alarm that needs to be investigated.

**Food Court**
- Check and secure all external glass doors around the food hall. All patrons should be gone by approximately 1800
- Check that all internal roller doors are down all the way.
- Check toilets
- Release and secure the main entry door
- Check external doors in Marxines
- Behind shops check and secure staff entry door and door at the end of the corridor near Marxines

**Front Corridor (STA Travel)**
- Secure microwave room doors
- Secure double doors at each end of the corridor and the emergency exit door half way along.

**Main Entry Foyer**
- Check that MUSRA, marketing and first aid area doors are secured
- Release double glass doors in main entry, leading to MUSRA, marketing and first aid area are secure.
- Secure both main entry doors

**LEVEL 2**
This level is made up of only 1 Area on the alarm panel – Area 2

**Lees Restaurant**
- Check and secure both double glass doors on either side of the stair lobby
- Check and secure the 3 external glass doors. – If you find it impossible to secure, it could be because the handles have been unlocked. To lock them you will need to get the “allen key” from the Security Officers office. Insert the key into the hole on each handle and unlock… it is a very rare that this will be required. Lee’s staff will normally secure these doors but always double check. Put in the daily log.
• Check toilets
• Close the 2 swinging doors near the toilets and lock the door on the restaurant side.

Bar
• Check and secure all bi-fold external doors.
• Check and secure the back door to the bar.
• Check the toilets.
• Check and secure the door to the stair lobby.
• Check fire exit doors rear of bar
• Check roller door is down that divides Lees kitchen and bar 2

Games Room
• Check toilets and turn off toilet lights
• Turn off games on master switch
• Turn off lights
• Check all gaming equipment for damages
• Check and secure external door and all fire exit doors

LEVEL 3
This level is made up of 2 Areas on the alarm panel.
• Cashiers in room 300 – Area 1
• The rest of level 3 – Area 3

Cashiers
• The cashier will always Arm and secure this area by 1800.
• If Area 1 is not armed by 1800 check there is no one working and the Security Officer can then Arm Area 1.

Meeting Rooms etc
• Check and secure all Meeting Rooms using key on Facility Managers key ring.
• Check and secure double glass door in stair foyer. (remember to do the meeting room there too)
- Check and secure the Kitchen. Only the door near the lifts can be locked from the outside. The other door is locked from the inside.
- Check toilets.
- Check all fire exit doors
- Painting hanging from walls must be noted during patrols and lock ups
- Turn off all lights.

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<th>Campus Security Manager</th>
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