



Building Security Plan for Student Accommodation

Purpose

The purpose of this security plan is to ensure a safe and secure living environment for students in our accommodation by establishing clear protocols, utilising security systems, and engaging with professional security services. This plan emphasises proactive measures to prevent security breaches and respond effectively to emergencies.

Security Systems and Services

1. CCTV Surveillance

- CCTV cameras are installed at strategic locations, including common areas and hallways, to monitor activity and deter unauthorised access.
- Footage is recorded and stored for 14 days and access is restricted to authorised personnel.
- CCTV is monitored by on-site staff during business hours and the out-of-hours emergency security company during off-hours for reactive purposes only.

2. Out-of-Hours Lockout Service

- Students locked out of their rooms after business hours can contact the lockout service for assistance.
- Identification verification is required before granting access to ensure authorised entry.

3. Out-of-Hours Emergency Security Company

- A professional security company is on call to handle emergencies outside of regular office hours.
- The security company provides rapid response to incidents when required.
- Their responsibilities include but not limited to securing the premises, assisting residents, and coordinating with emergency services when necessary.

Roles and Responsibilities

Property Management Team

- Ensure all security systems, including CCTV and door access systems, are functional and maintained regularly.
- Conduct periodic security assessments and audits to identify vulnerabilities and implement improvements.
- Serve as the primary point of contact for the out-of-hours security company.

Out-of-Hours Security Company

- Respond to security-related incidents, including unauthorized access, noise complaints, or disturbances.
- Secure the scene of any significant incident and liaise with emergency services as needed.
- File detailed incident reports for follow-up by property management.

Residents

- Follow building access procedures.
 - Report lost keys or access devices immediately.
 - Avoid propping open doors or allowing unauthorised individuals into the building.
 - Notify staff or security of suspicious activity or safety concerns.
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Access Control

1. Entry/Exit Points

- Secure entry points are equipped with electronic fob access systems.
- Access is restricted to residents, staff, and authorised personnel.

2. Room Access

- Individual rooms are secured with fob entry and locks.
 - Residents must not share keys or fobs with others.
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Emergency Procedures

1. Suspicious Activity

- Residents or staff noticing suspicious behaviour should immediately contact the out-of-hours security company or property management.
- Security staff will investigate and take necessary actions, including involving law enforcement if required.

2. Lockout Requests

- Residents must call the designated lockout service number and verify their identity.
 - Staff or security will unlock the door after verification.
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Preventive Measures

1. Lighting

- Ensure all external and internal common areas are well-lit, especially around entry points and hallways.

2. Resident Awareness

- Distribute information through emails, posters, and handbooks.

3. Maintenance

- Regularly inspect and maintain locks, access systems, and CCTV cameras to ensure they remain operational.
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