



Out of hours security and safety induction

Re-registration



Access is a privilege

- Students who don't comply with codes of conduct and out of hours access policy will have their access revoked.
- Staff reserve the right to revoke access if students are found to be undertaking activities in the hub which do not relate to its primary purpose.
- Access is reviewed every January and July you must re-register to maintain your access
- Students are not permitted to bring other students into the space.
- Only members with access cards may access the space after hours.

When accessing the space

- Do not:
 - Allow non-members into the space
 - Allow other members into the space – every member must swipe in separately.
- EVERY STUDENT MUST CHECK IN AND CHECK OUT using the QR code.
- The hub is a study space and should not be used as a refuge or lounge space
- Respect others using the space – socialising is fine but be mindful of others

Access Hours

	<u>Morning</u>	<u>Staffed hours</u>	<u>Evening</u>
Monday	7 am – 9 am	9 am – 7 pm	7 pm – 10 pm
Tuesday	7 am – 9 am	9 am – 5 pm	5 pm – 10 pm
Wednesday	7 am – 9 am	9 am – 7 pm	7 pm – 10 pm
Thursday	7 am – 9 am	9 am – 5 pm	5 pm – 10 pm
Friday	7 am – 9 am	9 am – 5 pm	5 pm – 9 pm
Saturday	8 am – 6 pm	-	-
Sunday	8 am – 6 pm	-	-

The alarms are set for 10.03 – if you remain in the space this will set off the alarm and security will arrive on the scene. You may be liable for the cost of the security call out.

Please set an alarm on your phone for 9.40 to remind you to leave the space.

Entry and exiting after hours

Only enter and exit via the front doors out of staffed hours.

1. Enter via the main doors using your swipe card. Each door has a card reader. You will need to swipe at each door



2. Scan the QR code to CHECK-IN (don't forget to Check-out when you leave)



To exit wave your hand over the blue exit button while standing in front of the doors. Do this to open each door.



Entry after hours

Lights are on timers. They will go off after 20min if they do not detect movement- you may have to stand to get them back on.

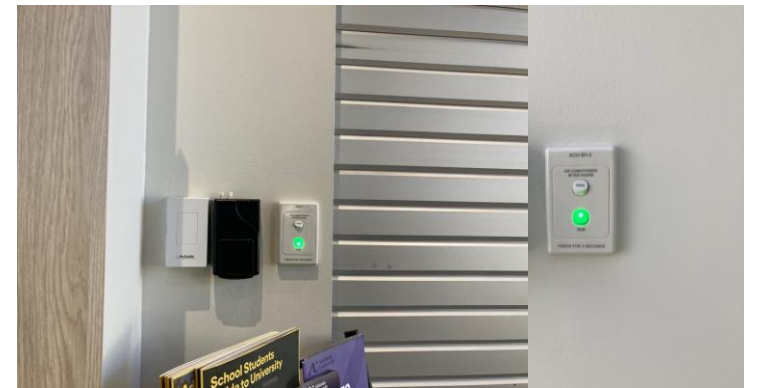
Some spaces have light switches, lights can be turned on or off by pressing the switch. To adjust the brightness press and hold until you reach your desired setting.



Airconditioning is off outside of staffed hours. To turn on the system press the ac button located by the roller door, the light will turn green when on.

The multipurpose room and consult room have separate systems which can be controlled from within the rooms. The system will run for 2 hours before automatically turning off.

The temperature is set between 23-24°C in winter and 21-22°C in summer.



Evacuation

If an evacuation alarm sounds leave via your nearest exit.

This may be the front entrance or the exists in the corridors.

Doors will auto unlock in an emergency.

If the exit does not automatically release use the emergency door release button located by the door.

In the case of an emergency the assembly point is at the front of the building. Await further instructions from security or emergency services.



Safety Equipment

The first aid kit is located by the consult room. If you require first aid contact security during security hours or 000 if unstaffed.

A defibrillator is located on the side of the kitchen.

A fire real and water fire extinguisher are located by the consult room.

Students should not attempt to extinguish a fire but should evacuate the building and contact security or emergency services immediately.



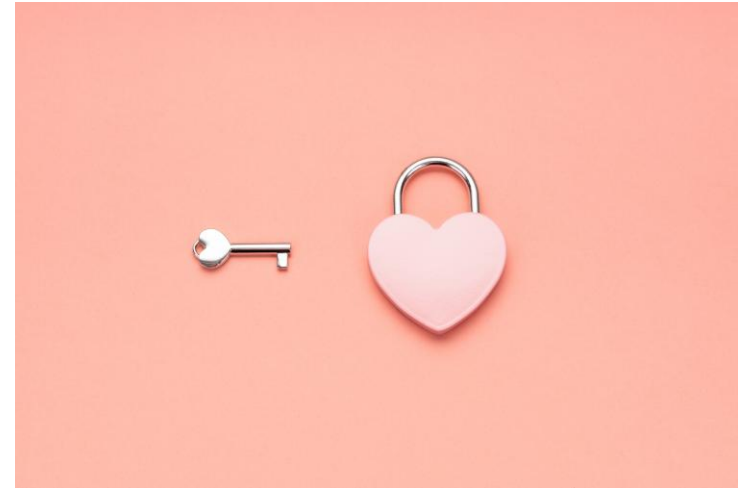
Personal safety.

Where possible we align our out of hours access with on site security. However, on weekends and during holiday periods security may be limited.

Be aware of your personal safety and security at all times when in the hub.

Ensure no one follows you into the hub, check your surroundings when leaving. And if you are feeling unsafe remain in the building or contact the emergency services.

Make sure you are familiar with the safety provisions in the space



Personal safety



Lock down button – located in the kitchen will lock the front doors, preventing people from entering.

Duress alarms – located in the kitchen, under the staff desks, in the consult room and the wellness room. Alerts on site security during security hours and police security outside of security hours to an issue. Hold both buttons for 5 seconds to activate.

Safe room

The wellness room doubles as a safe room. It has an internal lock, and duress alarm which will contact external support.



On site security

- 24/7 surveillance camera
- Site security during term

Mon-Thurs 6.30am-10pm Friday 6.30am-9pm

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- We align hours where possible with on site security. Out side of these times you will need to contact 000 if you have an emergency.



Key contacts



Onsite security

0431701573

For issues outside staffed
hours on weekdays



Uni Hub Playford

[\(08\) 8256 0272](tel:0882560272)

unihub@playford.sa.gov.au

Report incidence as soon as
possible to staff



City of Playford out of hours
customer service

[\(08\) 8256 0333](tel:0882560333)

Direct enquiries out of hours.



Emergency services | 000

In case of an emergency

Complete the Induction Form



After-Hours Student Induction and Security Form

First Name*	Last Name*	
Email*		
Use email which you have registered with the Uni Hub Playford previously.		
Phone Number*		
AU ▼		
Street Address*		
City*	State/Region*	Postal Code*
	South Australia	
Student Photo*		
Please upload a clear recent photo of yourself (no sunglasses or hat). This image maybe used as a reference if an incident occurs in the hub, while you are present outside of staffed hours.		
Choose File No file chosen		
Upload Proof of Enrolment letter*		
Please upload a letter from your education provider showing Full Name, DOB, Residential Address, Study Details, Expected Start/End dates.		
Choose Files No file chosen		

Please read the below information carefully as well the Uni Hub Playford [Policies](#).

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