##

St. Georges, University of London

Security Information Guide

Personal Safety

**No.2 Office and Building Security**

Good security within the office environment is mostly about common sense. Offices and buildings are often the target of opportunist thieves who take advantage of trusting, unaware people. Simple precautions to be aware of are:

* Take notice of who is in your office or working environment.
* Politely ask anyone you do not know “May I help you?” – do not be afraid to ask to see a staff security or visitors pass.
* Report anyone that refuses to show a pass or a suspicious unescorted person or stranger at once to the Security Control Centre on ext. 0909.
* Ensure that all personal items of value are kept on your person or are locked away securely at all times.
* Ensure that office doors are locked when leaving the room, even for a short period.

In addition:

* Security passes / ID cards should be worn and visible at all times whilst on-site.
* Lost security passes should be reported immediately to the Security Control Centre on ext. 0909.
* Don’t leave confidential data on a desk, printer, fax machine or other equipment.
* Manage personal items of value, credit cards and cash discretely - carry only as much cash as you need for the day and ensure everything else is secured.
* Do not leave small electronic items such as laptops, mobile phones, etc. unsecured when not in use.

**When receiving visitors:**

* All guests must be checked in using the proper procedures - this is for the guests' protection as well as the protection of the others.
* Take responsibility for your visitors – when advised of their arrival escort your visitors both to and from your office.
* Never leave your visitors to wander around unaccompanied– this reflects poorly on you and the institution and may leave them open to challenge and suspicion.

**Secure doors:**

**Always individually swipe in when entering an access controlled area, even if there is a group of people entering at the same time.**

* Be aware of tailgating and piggybacking through all secure doors.
* Tailgating occurs when a person not using an access control / ID card or without and access control / ID card enters a secure area by following closely behind an person who has swiped their ID card.
* Piggybacking occurs when a person not using an access control / ID card or without an access control / ID card gains access to a secure area by an authorised person holding open a secured door.

The reason being is they may not have authorised access, even if they have had previously.

* Never let anyone through a secure entrance if they can’t get in themselves by using an access control / ID card.
* Never hold or prop open a secured door.
* Should someone attempt to follow you through a secure door, politely advise them that you are not able to let them through – if they ignore you, attempt to follow you anyway or offer any resistance or abuse, do not put yourself at risk and challenge them further – advise the Security Control Centre on ext. 0909 of the situation immediately.

**If in doubt, use your card like you would an Oyster card.**

**These measures of security are put in the for the protection of student, staff, visitors and premises.**

**Any information withdrawn from the access control system has to go through a rigorous sign off process, with the exception of an extreme emergency.**

**Your personal responsibilities:**

No matter what type of security program is in place, there are no foolproof measures and nothing will work effectively without:

* the support of every member of staff and student.
* Understand and support the security systems put in place to protect you and your colleagues whilst on the premises.
* Politely challenge anyone attempting to follow you through a secure door.
* Politely challenge strangers acting suspiciously.
* Anyone using physical or verbal abuse towards a colleague regarding security or any other matter will be subject to the St. George’s, University of London disciplinary procedures.
* Never lend keys or your security pass to anyone.

**For More Information**

* Call the Security Control Centre on ext. 0909.
* Visit the SGUL portal security pages
* Visit the SGSU web site [www.sgsu.org.uk](http://www.sgsu.org.uk)