



Orlando Village Student Accommodation Security Plan

2024-25

Objective: To ensure the safety and security of all residents at Orlando Village by detailing the security measures in place and the management procedures to maintain high security standards.

1. Security Measures Provided:

- **CCTV Coverage:**
 - CCTV cameras are installed at all entrances, exits, common areas, and external areas.
 - Cameras are service agreement with a 3rd party company.
 - CCTV footage is managed by trained staff.
- **Intercom and Keyfob Entry System:**
 - Key fob entry system installed at the pedestrian and vehicle entrances.
 - Only residents and authorised personnel are issued key fobs.
 - Visitors can request entry by using the intercom and reporting to the lodge for further instruction.
- **Security Fencing/Gating System:**
 - Perimeter fencing surrounds the property.
- **Security Guards/Patrols:**
 - Trained security guards patrol the premises regularly.
 - Security patrols are conducted a minimum of 2 times during the night shift and at random intervals during the day.
- **Window Locks/Restraints:**
 - All windows are fitted with locks and restraints to prevent unauthorized entry.
- **Automatic Door Closers:**
 - Automatic door closers are installed on all external doors to ensure they close securely.

- **Secure Bike Racks:**
 - Secure, well-lit bike racks are available and monitored by CCTV.

2. Security Management:

- **Responsible Staff Member(s):**
 - The General Manager is responsible for ensuring security is managed and maintained throughout the site.
- **Emergency Contact Points:**
 - Security Office: 01204 903488
 - Out of Hours: 07949573529
 - Local Police Station: 0161 856 5629
- **Procedures for Breaches of Security:**
 - Immediate assessment and response by security personnel.
 - Incident report completion and follow-up investigation.
- **Frequency of Security Patrols:**
 - Security patrols are conducted a minimum of 2 times during the night shift and at random intervals during the day.
- **Regular Maintenance Checks:**
 - Monthly checks on all security equipment and systems.
 - Immediate repairs or replacements as needed.
- **Security of Mail:**
 - Mail is collected from the Lodge and issued by staff using the post list
- **Recording Security Checks and Logging Incidents:**
 - All security checks and incidents are logged in the security management system.
 - Regular reviews of logs to identify and address recurring issues.
- **Signing Visitors In and Out:**
 - Visitors must sign in at the main entrance and be accompanied by a resident at all times.
 - Contractors receive temporary visitor badges.
- **Staff Training:**
 - All security personnel undergo regular training on emergency procedures, equipment use, and resident interaction.

3. Providing Security Advice to Residents:

- **Written Security Information:**

- Residents receive security information in the welcome pack upon move-in.
- **Verbal Security Advice:**
 - Security briefings are conducted during resident key collection.
- **Personal Security Tips:**
 - Keep doors and windows locked at all times.
 - Store valuables in a safe place and out of sight.
 - Be aware of tailgating and report suspicious behavior immediately.

Review and Accessibility:

- This security plan is reviewed annually and updated as necessary.
- The plan is available to residents upon request and can be accessed at the Security Lodge

Approval:

- This policy is approved by the Orlando Village Management Team

Effective Date:

- June 2024

Review Date:

- June 2025