

School of Arts and Social Sciences

D and V block After Hours Access (AHA)

AHA Availability (at the completion of an annual information session)

Studio bookings can be made for: During Session: 6am – 10pm. Out Of Session: 9am – 5pm.

HOW TO BOOK STUDIO TIME

You will be required to watch the WHS video and read the Evacuation and Safety documents before making a booking and confirm that you have done so.

<http://artsbooking.scu.edu.au/>

This is the website address for booking spaces in D and V block and also for booking Media kits (media students only). You are able to view the bookings for the different rooms available in D block.

N.B. Booking close for a specific time 24hrs prior to that time.

How to Access the Buildings After Hours

The external doors of D block and V block have an electronic swipe card system installed on them for accessing the building after hours. You will need your student card to access the external doors. It is a proximity card so you just need to swipe the card near the white box scanner. This will only be activated once you have made the booking. An alarm will sound if the door is left open for more than 90 seconds. **DO NOT LEAVE THE DOORS OPEN.**

V Block For access to Painting, Ceramics, Printmaking Studios, Photo Processing. N.B. All students need to make a booking, even if you have been entered as a buddy.

V1.13 (Design, Digital Art and Design II, Multimedia Arts I, II and Photography units) are controlled by an electronic swipe card access system and are accessible to approved students by using their activated swipe card (back of your student card). The swipe card will record your entrance.

How to Access the Rooms After Hours Swipe access to all studios in D block. There are no keys issued.

V block – there are no keys issued for the Visual Arts building. Access the external doors with your swipe card. The required studio doors will be opened by the Safety and Security Staff at the commencement of after hours. Swipe card access only into V1.13

The 'Buddy System'

You will need to have at least one 'buddy' with you at all times in the building after hours. Inform us when you make the booking of all the people who will be with you. In the case of individual music practice there must be a person within quick contact of you in the room across from you. If the fire alarm is sounded then you will have to check that your buddy is out of the building and it is their responsibility to check that you are also safely away from the building. You will only be allowed to book those spaces that you are qualified or entitled to use. You can however be present in a room as the buddy of a suitably qualified student.

IN CASE OF AN ACCIDENT OR EMERGENCY

Contact Safety and Security Staff first on the **emergency phone** in the building. They can get through to Police, Ambulance and Fire teams quicker than 000 and they can give better directions on campus. D Block emergency phone is located in the main foyer of the building. V Block emergency phone is located in the main corridor to the right of the foyer. Pick up the phone and it will dial straight through to a Safety and Security officer.

Evacuation Points

You will be required to read the Evacuation and safety documents before making a booking.

D and V block - In the case of the fire alarm sounding or a bomb threat, all students will need to leave the building immediately. Proceed to the grassy area next to the Boom gate closest to D block and remain there until a staff member/fire warden gives the 'all clear' to return to the building.

Safety and Security Staff are available for your safety around campus

Think about your personal safety and the safety of those around you. DON'T walk around campus at night on your own. If need be, security can be contacted and drop you at your car, or at the shuttle bus stop. Try to discourage others from unsafe behaviour. If you see anyone acting suspiciously or unsafely in or around the building, don't hesitate to ring security for assistance.

Tips to help us help you.

While you're at the studio:

Observe the studio rules! These are posted around the studios. If in doubt, check them! Lock the door if you are going out of the room for a break, do not chock the doors open. Don't remove any equipment from that studio and don't let other students from other rooms borrow any of the equipment.

Non-student Access:

You are permitted to bring in non SCU students to D Block for rehearsal or recording purposes. The Non-Student Access document must be filled out before the rehearsal/recording, as this is given to security with all details for those people. Security will remove any non-students immediately if they are not on the document provided.

Fault reports for D block:

Check the equipment before you start work. If there are any faults, breakages or missing equipment please fill out a D block Fault Report (Artsbooking website 'Fault Report') or write on a piece of paper and pin it to the D1.23 door. This covers you if there are any issues with the equipment.

When you leave the building:

If you are the last to leave a studio, make sure the space is cleaned thoroughly and that all internal doors and cabinets are properly locked. Normalise all systems. Close the external doors as you leave.

The unpleasant realities

Penalties

After hours access exists in order to allow students to complete curriculum based activities at convenient times. Failure to comply with the rules impacts on other students. We enforce penalties to discourage negligence and misuse so that facilities can continue to be shared amongst students. After Hours Access has been suspended under extreme circumstances for ALL students because of the actions of a few irresponsible students. Breaches of AHA procedures are reported to D Block Techs by Security and can result in immediate suspension pending investigation. Suspension of AHA privileges involves cancellation of existing bookings and the inability to access the building after hours for a determined length of time. Further penalties can apply for more serious offences

Students will be suspended from After Hours Access for a period determined by the Head of School for:

- Admitting students into studio space who have not booked for that date.
- Allowing non-enrolled students, or members of the public, including children to accompany you in the building without prior approval.
- Breaching studio protocols including Occupational Health & Safety requirements for dress, materials handling, equipment usage. **No Shoes – No Access to any rooms**
- Smoking, drinking, eating in studio spaces. Consumption of alcohol is strictly prohibited.
- Being present at a studio after hours without being on the booking list for that space.
- Damaging studio equipment or allowing equipment to be moved to other studio spaces.

If you need more information please contact the Technical Manager –
alan.hughes@scu.edu.au