SECTION: CAMPUS OPERATIONS
AREA: PUBLIC SAFETY AND SECURITY
SUBJECT: BUILDING AND GROUNDS SECURITY

PURPOSE

To inform departments within the University of Arkansas for Medical Sciences (UAMS) of the procedures and practices relating to campus security of buildings and grounds.

SCOPE

All UAMS employees and Staff.

POLICY

This Policy informs employees and staff of procedures that should be taken to maintain a safe environment in the buildings and on the grounds of the University of Arkansas for Medical Sciences ("UAMS").

PROCEDURE

1. The UAMS Police jurisdiction includes all property owned or operated by UAMS, in addition to streets and alleys immediately adjacent to UAMS.

2. The UAMS Police Department recommends that employees secure all personal property brought to the UAMS campus. Valuables left in cars should be locked in the trunk, and other personal items such as purses should be locked in cabinets or desks. Stolen property should be reported immediately to the UAMS Police. Stolen credit cards and bank cards should also be reported to the company or bank that issued the cards. Employees should question and report suspicious people loitering in their working areas.

3. All offices should be locked and secured at the end of each work day.

4. The University has installed over 60 Emergency-Police telephones at strategic locations throughout the UAMS Campus. All Emergency-Police telephones are easily seen and are accessible to persons in wheelchairs. A steady blue or flashing blue light on a pole marks their location. To operate these telephones, either open the call box cover and pick up the receiver, or on the new type phone push the button on the face plate and speak into the speaker. The phones are a 24 hour-a-day direct line to the police dispatcher for police assistance or any emergency service.

5. Repairs to campus buildings and grounds involving personal safety or the security of property will be given priority over all other repairs. UAMS Engineering & Operations employs a full time locksmith and 24-hour maintenance is available by contacting UAMS Central Control at extension 526-0000.

6. Some campus buildings are open in the evenings for classes, for use of computer labs and offices, and for study in classrooms. Occupants are urged to give special attention to safety when using campus buildings at night. Occupants should stay in well-lit areas. Doors to private study and work areas should be kept locked.

7. UAMS Police patrol nightly and check for campus lights and doors that malfunction. Trees and shrubs which could create hazards are trimmed several times a year as required to ensure safe passage.

8. Exterior doors are closed and opened by UAMS Police in accordance with a schedule related to evening use of each building.

9. The security of the campus key system is tightly controlled, with keys issued only by signed authorization of an employee's supervisor. To report an unlocked building or office or any security problem in the evening or on weekends, call extension 686-7777.

Signature: _____

Date: February 24, 2011