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# Procedure P1-011A: Campus Security Rev. 0

## I. Purpose & Scope:

The purpose of the Campus Security Procedure is to provide a safe and secure environment for students, faculty, staff and campus visitors while complying with federal laws regarding security on campus.

## II. Definitions:

## III. Procedure:

### A. Reporting a Crime or Emergency

1. To report a crime, individuals may call the University of Utah Police ("UUPD") at 801-585-2677. To report emergencies, individuals may call 911 (dial 9-911 from campus phones). Individuals may also use any emergency phone, located in many parking lots and public areas on campus, to report an emergency or a crime, and may also report crimes and emergencies in person at the Department of Public Safety, 1735 East South Campus Drive, Salt Lake City, Utah 84112.

### B. Security of and Access to Campus Facilities

#### 1. Use, Access, and Security of Facilities.

- a. University Policy 4-005 addresses the use and security of University property. The policy provides that administrative, college, and departmental offices of the University generally are open to the public from 8:00 a.m. to 5:00 p.m., Monday through Friday, and that certain offices and departments are open at other times to meet particular needs. The majority of buildings at the University are secured when not open to the public. The Department of Public Safety is responsible for locking and unlocking building entrance doors at specified times each day. See Policy 3-234. The Department remotely locks some buildings, while others are physically locked by the security staff. Random foot patrols of buildings on campus are made by security personnel and police officers. Under Policy 4-005, the Security Officer will investigate night use of all buildings to ascertain whether persons in the buildings are so authorized.
- b. The University maintains some academic and research facilities for 24-hour access by students and staff. Policy 4-005 provides that it is the responsibility of all personnel using



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buildings after regular hours to see that lights are turned off in the rooms they are vacating and that office doors and outside doors are secured.

2. Residential Living Areas. The University takes steps to ensure the safety of residential living areas. Entrances to the residence halls are locked on a twenty-four-hour basis. Residence hall staff members conduct nightly rounds. Access to residence halls is by University ID card, and only students living in a specific building have access to the building. Doors are locked twenty-four hours a day at Officers Circle historical housing, and residents have a separate key for entrance.
3. Restricted Areas. Some buildings on campus have restricted-access areas. Normally these areas are closed to the public because of the nature of the research performed or because of valuable documents stored therein. Only authorized students and staff are allowed in these areas.
4. Security in the Maintenance of Campus Facilities.
  - a. The Vice President for Administration is responsible for providing the resources necessary for maintaining a safe and secure campus environment. Units assigned direct responsibility include Public Safety, Plant Operations, Risk and Insurance Management and Environmental Health and Safety. These units work together to conduct annual campus risk surveys to identify safety and security vulnerabilities and to implement corrective actions. These units also provide opportunities for the campus community to report problems and concerns directly, such as 24 hour telephones and online reporting forms.
  - b. The following policies and websites contain additional information:
    - i. Inspections: [Policy 3-113](#)
    - ii. Key Policy: [Policy 3-234](#)
    - iii. Maintaining Outside illumination: <http://ehs.utah.edu/environmental-programs/outside-illumination>
    - iv. Reporting: <http://www.ehs.utah.edu/EmergencyInfo/index.html>

#### C. Professional Counselors

1. As stated in Policy 1-011, Professional Counselors are encouraged, if and when they deem it appropriate, to inform the persons they are counseling of how to report crimes on a voluntary, confidential basis

for inclusion in the annual disclosure of crime statistics. The Dean of Students Office will send periodic reminders to the directors of the appropriate entities on campus to remind counselors of this.

#### D. Emergency Response and Evacuation

1. Campus Alert System. The University of Utah maintains a notification system, known as the "Campus Alert" system. The Campus Alert system utilizes the University homepage (<http://www.utah.edu>), an Emergency Information and Alerts website (<http://alert.utah.edu>), electronic bulletin boards on campus (known as UBNs), and phone, email, and text messaging alerts to provide students, employees, and others with information about unforeseen events and emergencies on campus. Examples of events and emergencies for which the Campus Alert system may be utilized include snow closures, building closures, significant traffic interruptions, severe power outages, gas leaks, and threats such as bombs or gunmen. Students and employees automatically receive email alerts from the Campus Alert system, and are unable to "opt-out" of email alerts. Students and employees may also sign up to receive alerts via landline telephone, cellular telephone, both landline and cellular telephone, and text messaging. For more information or to sign up for campus alerts, visit <http://www.campusalert.utah.edu>.
2. Significant Emergency or Dangerous Situation. In the event of a significant emergency or dangerous situation on campus involving an immediate threat to the health or safety of students or employees, "first responders," in consultation with the first responders' on-duty supervisor and the designated University administrator, will confirm the existence of the emergency or situation. "First responders" will come from the University Police Department, the University's Department of Environmental Health & Safety, or University Plant Operations. In consultation with first responders as needed, the supervisor and designated administrator will determine the appropriate segment or segments of the campus community to receive a notification and will determine the content of the notification. The designated University administrator will initiate the Campus Alert system.
  - a. First responders, the first responders' on-duty supervisor, and the designated University administrator are responsible for carrying out these actions.
  - b. This process may differ slightly for emergencies or situations occurring at the University hospital. Hospital staff members, hospital security, or UUPD confirm the existence of a

significant emergency or dangerous situation. The hospital's public information officer determines the appropriate segment for notification, determines the content of the notification, and initiates the notification. Notification may be via pagers, cellular phones, overhead public announcement system, the Campus Alert System, or other methods.

3. Disseminating Information to the Larger Community. The University may disseminate emergency information to the larger community in a variety of ways. Some non-University organizations located in close proximity to the University receive notifications sent via the Campus Alert system. Additionally, information received by University police dispatch may be shared with Salt Lake City emergency services dispatch. The University may also place information about emergencies on the Internet at <http://www.utah.edu> or <http://www.alert.utah.edu>. University communications may disseminate information to various news media outlets.
4. Testing Emergency Response and Evacuation Procedures. On at least an annual basis, the University will test the emergency response and evacuation procedures contained in Policy 1-011 and Procedure 1-011A. The University will publicize its emergency response and evacuation procedures in conjunction with this test, and will document, for each test, a description of the exercise, the date and time of the exercise, and whether the exercise was announced or unannounced.

#### E. Registering Contact Information for Missing Student Notification

1. As provided in Policy 1-011, students who reside in on-campus student housing facilities have the option of identifying a contact person or persons whom the University shall notify within twenty-four hours of a determination by UUPD that the student is missing. Students residing in University Student Apartment ("USA") properties may register an emergency contact on their housing applications and, upon moving in, on an emergency card provided by USA. Students residing in Housing & Residential Education ("HRE") properties may register an emergency contact on their housing applications. To learn more about registering an emergency contact, students residing in USA properties should call 801-581-8667, and students residing in HRE properties should call 801-587-2000.

#### F. Fire Safety in On-Campus Student Housing Facilities

##### 1. Housing & Residential Education Facilities

- a. When the fire alarm sounds at any on-campus student housing

facility, all residents, guests and staff are to evacuate to designated meeting points. Should there be an actual fire, Resident Advisors take roll to account for residents and report the results to the fire department. Once responding emergency crews provide an all-clear, building reentry is permitted.

- b. Each summer, the University's Department of Environmental Health and Safety provides Resident Advisors at HRE training in fire prevention and emergency preparedness. After this training, the Resident Advisors discuss with residents the need to evacuate when the fire alarm sounds. The Advisors cover when to evacuate (every time the alarm sounds), to where to evacuate (each building has a unique, designated meeting place), and with whom to check in (Resident Advisors).
- c. As stated in Policy 1-011, those residing in Housing & Residential Education facilities shall abide by restrictions and guidance contained in the applicable handbooks and/or contracts concerning electrical appliances, smoking, and open flames. These handbooks and/or contracts are available at

<http://www.housing.utah.edu/pubs/handbook.pdf>

<http://www.housing.utah.edu/pubs/academic-year-contract.pdf>.

## 2. University Student Apartments

- a. When residents, guests, and staff hear a fire alarm, they should evacuate to a safe location. Resident Assistants have emergency cards and detailed tenant lists that can be used to identify if residents are missing.
- b. Each year, the University's Department of Environmental Health and Safety provides Resident Advisors at USA training in fire prevention and emergency preparedness. After this training, Resident Advisors discuss with residents the need to evacuate when they hear a fire alarm.
- c. As stated in Policy 1-011, those residing in University Student Apartments facilities shall abide by restrictions and guidance contained in the applicable handbooks and/or contracts concerning electrical appliances, smoking, and open flames. These handbooks and/or contracts are available at

[www.apartments.utah.edu](http://www.apartments.utah.edu).

## IV. Policies, Rules, Guidelines, Forms, and other related resources:

A. [Policy 1-011](#): Campus Security

V. References:

- A. [Policy 3-113](#): Insurance Inspections
- B. [Policy 3-210](#): Plant Operations/Maintenance
- C. [Policy 3-234](#): Key Policy
- D. [Policy 4-005](#): Use and Security of Property

VI. Contacts:

Policy Owner: Questions about this Policy and any related Rules, Procedures, and Guidelines should be directed to the [Director of Public Safety](#) (Chief of University of Utah Police Department).

Policy Officer: Only the [Vice President of Administrative Services](#) or his/her designee has the authority to grant exceptions to this policy.

VII. History: Current version. Revision 0.

Approved by the Academic Senate: January 10, 2011.