

MONMOUTH UNIVERSITY POLICIES AND PROCEDURES

Policy Name: Security Levels

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Approved by: President & Cabinet

POLICY:

1. The University, in recognizing various threats it can face, has instituted a policy defining various security levels, and a response to these different types of threats. These threats can be related to environmental, medical, haz-mat, political, weather related, or other circumstances that may interfere with the safety of the campus community, and orderly functioning of the University. At Monmouth University, planning ahead for emergencies is part of normal business planning and campus life, and all members of the campus community share a responsibility for preparedness. Although every possible emergency situation can never be adequately planned for, the University has formulated the following Security Levels to assist in preventing dangerous occurrences, and minimizing injury and damage if a threatening event were to occur.

SECURITY LEVELS:

Security Level 1: Will be utilized when there is no apparent threat and normal University business is being conducted as usual. Security Level 1 will be the standard operating level of the University.

Security Level 2: Will be utilized under the following conditions:

- when there is an elevation in the National Terrorism Advisory System, but there is no specific threat to the Monmouth County area.
- when there is an on campus event, or anticipated event, that could be better managed with an increase in security levels.

Security Level 3: Will be utilized under the following conditions:

- when there is a heightened level of security specific to the Monmouth County area, requiring a heightened awareness of those entering and exiting the campus.
- when there is an on campus event, or anticipated event, requiring an increased awareness of those entering and exiting the campus.

Security Level 4: Will be utilized under the following conditions:

- when security concerns dictate the immediate identification of the campus population.
- when there is an on campus event, or anticipated event, requiring an increased level of security on the North Campus.

Security Level 5: Will be utilized when there is a major event requiring not only the closing of the University, but also the consideration of Shelter-In-Place or evacuation of the University Community.

IMPLEMENTATION OF SECURITY LEVELS:

Security Level 1:

- 1) All normal University business conducted.
- 2) All entrances/exits open.
- 3) All security booths will be staffed during day shift, Monday through Friday.
- 4) University security personnel will conduct spot checks to make sure that all vendors have photo ID.
- 5) All gasoline and oil deliveries will take place prior to 0730 hours.

Security Level 2:

- 1) The Vice President of Administrative Services or his/her designee will be responsible for issuing the upgrade in security status. At this level there will be increased police presence.
- 2) All members of the University community will be immediately notified by the Office of the Vice President of Administrative Services of the elevation in security status through voice mail, E-mail, and campus radio.

- 3) The Chief of Police or his/her designee will be responsible for implementing security plans necessitating the elevation to Security Level 2.

Security Level 3:

- 1) The University President or his/her designee will be responsible for issuing the upgrade in security status.
- 2) All members of the University community will be immediately notified by the Office of the Vice President of Administrative Services of the elevation in security status through voice mail, E-mail, and campus radio. If these methods are not available, the police department will make the necessary notifications, and plans to follow, through patrol vehicle P.A. systems and megaphones.
- 3) The Police Department will immediately contact Aramark Food Service and advise them of the elevation in security levels. A request should be made for the stockpiling of one weeks worth of canned (or preserved) food and water.
- 4) All security booths will be manned during day shift, Monday through Friday. during the night and midnight shifts, as well as during weekends, holidays, and school closing days, there will be limited access to the University. Limited access will be through the staffed Larchwood and Lot 16 security booths. The North campus will be accessed as usual, but there will be an attendant and marked patrol unit inside the entrance gate. All other entrances and exits will be closed off. Monmouth University will conduct additional patrols at Pier Village, the Diplomat and the Fountain Garden Apartments.
- 5) Facilities Management and uniformed and non-uniformed personnel will be required to visibly display ID badges at all times.
- 6) All vendors will be checked for ID, and vehicle and driver information recorded.
- 7) All visitors will be requested to show a photo ID, and identifying information obtained and recorded, prior to entering the main campus. They will further be questioned as to their business on campus.
- 8) Unauthorized (no valid decal or temporary parking permit) vehicles will be prohibited from being left idling alongside University buildings.
- 9) Vehicles without approved permits and/or decals will be immediately investigated and when appropriate towed.
- 10) All areas of the University containing hazardous materials (ex. laboratories,

gasoline filling stations, facilities for the storage of hazardous materials, etc.) will be securely locked unless an approved member of the University is actively on scene and supervising the operation.

- 11) All package deliveries will be made to the Mail, Shipping and Receiving Department. The intended receiver of the package will be contacted and will be required to respond and sign for the item prior to receiving it.
- 12) Police will be contacted concerning any suspicious packages or containers especially those found in unlikely or sensitive locations, such as near air intake/HVAC systems or enclosed spaces.
- 13) Police and Facilities Management personnel will conduct periodic inspections of building facilities and HVAC systems for irregularities. These inspections will be documented.
- 14) Law enforcement vehicles will be parked randomly near entrances/exits and key buildings.
- 15) All scheduled public events will be reviewed by the Department Head responsible for the event and by the Police, as to their necessity, risks involved, and the need for further security measures. If deemed necessary, certain campus activities might be curtailed during this security level. If differences arise as to the need to cancel an event, the University President or his/her designee will resolve it.
- 16) The nature of the event will be assessed to determine if any student or group of students is at risk, and appropriate security measures will be taken.

Security Level 4: Will include all elements of Security Level 3 in addition to those listed below:

- 1) All students and non-police and facility management employees will be required to possess and display ID badges when requested in order to enter campus and while on campus.
- 2) All students and visitors will be required to show identification when entering/exiting the North Campus. Their names and vehicle information will be recorded.

Security Level 5:

- 1) The University President or his/her designee will be responsible for the elevation in Security status. The University will be closed while under Security Level 5. A determination will be made by the University President to utilize the Shelter-In-Place or University Evacuation plan.

- 2) All members of the University Community will be immediately notified by voice mail, E-Mail, campus radio of the closing, or may call the University Emergency Information telephone line (732-263-5900). If these methods are not available and you are on campus, the police department will make the necessary notifications through patrol vehicle P.A. systems and megaphones.
- 3) All University Entrances/Exits will be closed and access limited to vital support and/or emergency services. An employee list will be prepared indicating employees identified as follows:
 - a) Emergency employees who are required to report to work.
 - b) Employees who, depending on the situation or type of crisis, might be required to work. A determination will be made by the University as to the type of event that would require different responses, and a number for employees to call for information.
 - c) Employees who would not be required to show up at work.

NOTE: In utilizing the above Security levels there is nothing to prohibit the partial use of a level. For example....if a hurricane was poised to strike the area, Security Level 2 might be utilized with specific precautions from Security Level 3.