

2019

AU SECURITY POLICY



جامعة الفيصل Alfaisal University
Riyadh, Kingdom of Saudi Arabia

المخطط الرئيسي

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I. INTRODUCTION

Open access to University campus are an essential ingredient of academic life, but is not without risks. Some security measures are therefore necessary to maintain a safe and secure environment for staff, students and visitors.

If left insecure or unattended, theft of personal possessions such as wallets, purses, handbags, laptops, mobile phones etc. is a possibility. Incidents of burglary or theft of office equipment such as laptops, flat screen monitors, laser printers, Digital Projectors and Digital Cameras etc. occur occasionally. There are also instances of criminal damage through vandalism, graffiti etc. The perception of the campus communities about personal safety and security is a general concern.

The University should therefore develop and apply security controls, and procedures, to be widely published. Security is not intended to be a hindrance to academic activity but to be an essential ingredient for the efficient operation of the University.

Responsibility for personal property remains with the owner of the property. The University takes no responsibility for such property left on the premises, including motor vehicles and bicycles, although the Security team and related personnel will aim to provide a security presence across the campuses at key times.

This Security Policy therefore seeks to formalise a cohesive and integrated approach to security throughout the University.

II. POLICY STATEMENT

The University will endeavour to ensure, as far as is reasonably practical, the personal safety and security of all students, staff, visitors and contributors at all University campuses and University controlled buildings.

Responsibilities for security and personal safety rests with all persons who study, work, or who visit the University campus. All students, staff, visitors and contractors should assist the Security Team and related personnel to ensure the success of the Policy.

Unless otherwise specified, this policy covers Alfaisal University Campus and all associated buildings.

III. RESPONSIBILITIES

Responsibility for security rests with all students, staff and visitors to the University. In particular, everyone should report all activity, suspected or real, of a criminal nature or any suspicious activity immediately to the security staff. Within this overall responsibility some particular elements are defined as follows:

Senior Management Team: The senior management of the University (the President, VP's and the Directors) should ensure that support and resources are available to staff for the implementation of the Security Policy. Necessary measures to improve security in essential areas should receive priority consideration. Where appropriate, specific training to achieve acceptable standards of operation should be supported and properly resourced.

Facilities Director/ Senior Facility Manager: overall development and planning of security strategy, policies and procedures and overseeing the operation of the Security Section.

Safety and Security Manager: development and implementation of security strategy, policies and procedures and the monitoring of their effectiveness and efficiency. Investigation of serious crime, breaches in security and student disciplinary matters; provision of expert and impartial up-to-date advice; liaison with police, emergency services and local authorities; management of the AU Security Team and CCTV systems; implementation of University Car Parking Policy.

Security Coordinator: management of Security Guards, delivery of an efficient and effective Guarding service to the University; management and training of security staff in security issues; day-to-day management and implementation of the security policy and procedures; monitoring of these policies and procedures to ensure their continued effectiveness, liaison with police, and local authorities; implementation and management of University **Car Parking Policy**.

Security Guard: day-to-day management and implementation of the security policy and procedures, security duties as defined in **Operational Instructions**, including patrolling of external areas to deter trespass, daily unlocking/locking procedures and access control for out of core hour events, caretaker duties.

Deans and Heads of Support Departments: have a key role in promoting security within their area. The actual responsibilities will vary according to the location and the nature of the activity taking place. A number of specific responsibilities can be identified. (It is recognised that Deans and Heads of Department may wish to delegate responsibility for the routine involved in these tasks to a nominated individual in their Department but the overall responsibility for security matters will remain with the Dean and Head of Department.):

- Ensuring their staff have access to and are familiar with the Security Policy, paying particular attention to those issues which are directly relevant to the activity of their department.

- Ensuring that all members of staff and students in their department understand and exercise their security responsibilities, including the displaying of University Identity cards, and have due regard to University property (see Sections below), in particular the security of IT equipment.
- Liaise with the Security Team on any security matter.
- Controlling access to their departmental areas by approving the issue of keys and by authorising staff to have 'out of hour's accesses only as necessary.
- Ensuring that their departmental staffs return to the Facility and HR Departments their University card and any issued keys on their last day of work.
- Notifying the Security team of any security risk.

Staff: All staff must ensure they are familiar with and follow the procedures in the University Security Policy, paying particular attention to those issues which are relevant to their activities. They must also co-operate with requests from the Security Team, especially in emergency or evacuation situations and in relation to security procedures. Staff are required at all times when on University property to carry their University cards.

Students: have a general responsibility to look after University facilities properly and to give due consideration to security issues. They must follow security procedures designed to protect University property, in particular regulations governing access to computer rooms or areas with other public use equipment.

Students must co-operate with requests from the Security Team, especially in emergency or evacuation situations and in relation to security procedures. Students are required to carry their University cards with them at all times and when on University property.

Advice and information on security issues for students is provided by the University in **Students Handbook and on the University website.**

Visitors: (including conference delegates and external event attendees) have a general responsibility to look after the University facilities whilst on campus and to give due consideration to security issues. In particular they must follow security procedures designed to protect University property and where issued, wear their visitors badge at all times. Visitors must follow instructions from the Security Team or from their host department, particularly in emergency situations.

IV. SECTION 1 – CRIME PREVENTION

A. SECURITY AWARENESS

Proactive crime prevention and security awareness will help to ensure a safe, secure environment, enabling work and study to continue with the minimum amount of disruption. Staff and students should make every effort to counter the threat of crime.

1. PROCEDURE: Crime Prevention and Security Awareness

- All suspicious activity should be immediately reported as set out below.
- Personal valuables should be locked away or placed out of sight or kept on the person, and personal property should never be left unattended.
- Curtains or blinds in all rooms should be closed at dusk and lights (except security lighting) should be turned off when leaving.
- Laptops and other portable IT/AV equipment should be locked out of sight when not in use, particularly overnight, in open areas.
- All incidents of crime on University premises, real and suspected, must be reported to the Security Team.

B. INCIDENT REPORTING

It is the responsibility of all staff and students of the University to report all activity, suspected or real, of a criminal nature. Incident reporting is crucial to the identification of patterns of criminal activity. It permits investigation and recommendations to be made to prevent a recurrence. Comprehensive reporting of incidents provides an accurate picture of the level of crime throughout the University and thus ensures that adequate resources are provided to combat that crime. Success in the University's fight against crime is greatly enhanced by fast, efficient and detailed reporting.

1. PROCEDURE: Reporting of Security Incidents

- All incidents of a security nature should be reported in the first instance to Security Control on ext. **7857** (24 hours) or on ext. **7853/7856/7861** during office hours.
- All available information should be included - time, location, persons involved, items missing etc.
- An Incident Report Form (available on the Facility Forms on the public folder) should be completed as soon as possible after the event by the person reporting the incident and sent to the Facilities Director/ Senior Facility Manager.
- Criminal Offences committed by Students should be reported to the Police by the Safety and Security Manager.

- All Police involvement on any campus is to be notified to the Facilities Director to enable effective University management of any subsequent actions on University premises.
- This reporting procedure should be followed 24 hours per day.

C. CRIME INVESTIGATION

All crimes that occur on University premises will be investigated appropriately to prevent re-occurrence and aid crime prevention. The Safety and Security Manager or other members of the Security Team as delegated will carry out internal investigations of security related incidents, producing written reports for circulation where necessary and providing follow up crime prevention advice.

V. SECTION 2 – ACCESS CONTROL

A. UNIVERSITY CARDS

All staff and students are issued with Alfaisal University card which is used as an identity card, a student registration card, and a Library membership card. Students are required to carry their card with them at all times and to show their card to Security guards or employees on request. Staff are required under the terms of their employment contracts to carry their card at all times whilst on University premises. Loss of one of these cards should be reported, as soon as possible to the Facility Dep.

Access Control Cards – Access Control Systems operate in some areas. Card controlled barriers/doors are an effective method of preventing unauthorised access and the security strategy will move towards expansion of access control systems throughout the University. Access cards should be regarded for security purposes the same as a key. Cardholders must safeguard their card and report any loss to the Security team as soon as possible, so the card access can be cancelled

Visitors and ad-hoc Contractors will be issued with a ‘visitor’s pass’ at point of entry and should wear these passes throughout their visit to the University.

Contractors who will be on site for more than 2 weeks will generally be issued with a University ‘Contractor’ card to allow them access to the building they are working in. Arrangements for these cards are to be agreed by the Contract Project Manager and Facilities Director/ Senior Facility Manager. Contractor identity cards must be displayed at all times whilst on University premises.

All staff and students are required to show their University card to security staff or facilities Staff, on request. Failure to do so may result in an immediate request to leave University premises, if a person’s identity cannot be confirmed.

Deans of Faculty and Heads of Support Departments may liaise with the Security Team to arrange for random checks of University cards and Student cards.

B. UNIVERSITY CORE HOURS

These are currently:

Students:

06:00 – 22:00 Saturday to Thursday (Semester Time)

Closed – Friday and Official Holiday

C. WEEKEND FUNCTIONS/MEETINGS/EVENTS

The use of University premises at weekends or out of hours is restricted. Departments or individual staff wishing to teach, run tutorials or organise an event should complete an **Out of Hours Form**.

D. CONTROL OF LOCKS, KEYS AND ACCESS CONTROL CARDS

The Facilities Department control the issue and use of all locks, keys and access control cards.

The University operates a suited key system which allows various levels of access (an ‘operator key’ for one room, to a ‘master key’ for a building).

No other make of lock or key should be installed on University premises without the authority of the Facilities Department. Operator keys or sub master keys may be issued to departments for local use and issue to individual staff.

Departmental administrators should keep a record of all keys issued locally and ensure that staffs return keys when they move offices or leave the University’s employment. It is the responsibility of all individuals who are issued keys or cards to ensure their safe keeping at all times and report any loss immediately to security staff.

1. Request for Locks & Keys

Staff

- All applications for new keys should be made via a request to the Facilities Department **Helpdesk** by filling the Key Request Form. **(KRF)**

Contractors

- Contractors’ access to University buildings will be strictly controlled by the Security Team according to agreed access control procedures.

General

All losses of keys must be reported immediately to the Security Team.

- Persons leaving the University or transferring to another Department are to return their keys direct to the Facilities Dep. They should not pass keys directly to their replacement.
- Replacement keys will only be issued after an investigation of the loss. The cost of replacement will be charged to individual concerned.
- Any loss of master or sub-master keys will be the subject of an inquiry, with all resultant costs for replacement of locks and keys borne by the Department or individual concerned. If loss of master or sub master keys is suspected to have arisen through negligent action by a member of staff, then an investigation under the appropriate Disciplinary Procedure should be undertaken. Further disciplinary action may be taken if appropriate, following the completion of the investigation.

VI. SECTION 3 – ASSET PROTECTION: EQUIPMENT/ DOCUMENTATION

A. SECURITY OF EQUIPMENT

The safekeeping of all property will help to ensure that the maximum amount of equipment is available for use at all times. Students and staff are to make all possible effort to ensure that all equipment is protected from the possibility of theft or damage.

All computer/AV equipment should be secured dependent on its use. Equipment used in departments and colleges must be managed to reduce the risk of the equipment being damaged, stolen or accessed by unauthorised persons.

All valuable portable IT and AV equipment such as laptops & PDA's, must be locked away out of sight when not in use, especially overnight. Suspected thefts of equipment should be reported promptly to both Security and to the Finance Director. Heads of Departments are responsible for maintaining inventories for all plant, equipment and furniture in their departments.

VII. SECTION 4 – ASSET PROTECTION

A. SECURITY IN THE OFFICE

It is the responsibility of all staff to be aware of, and familiar with, all procedures that ensure a safe and secure environment for personnel, equipment and documentation in their office areas.

1. General Awareness:

- University ID cards should be carried by students and staff at all times on University premises.
- Students and staff should be aware of the ext. **7857** (24 hours) or on ext. **7853/7856/7861** during office hours for gaining assistance & reporting incidents.
- Staff working 'out of hours' should ensure they follow 'out of hours' procedures and contact Security if they need assistance.

2. At the end of the working day, staff should ensure that:

- Valuables and confidential documents (laptops, exam scripts, research data, personnel files etc.) are locked away with keys secured in key cabinets or taken home.
- A 'clear desk policy' is maintained where possible to ensure confidential documentation is locked out of sight.
- All non-essential electrical appliances are switched off/unplugged.
- Doors and (windows) are closed and locked as appropriate.
- Blinds are closed with any items on windowsills, which hinder closure, removed and lights turned off.
- PC's are switched off or password protected when not in use to prevent unauthorised access to information.

B. PERSONAL SECURITY

Whilst it is the responsibility of the Security team to provide a safe and secure environment, it is the responsibility of all students and staff on University premises to take all reasonable measures to ensure their own personal security.

Moving between University buildings - students and staff should make themselves aware of their surroundings and of other people when walking between buildings. Try to avoid poorly lit or isolated areas and where possible, walk with other members of staff or students. Report any deficiencies in lighting on University buildings through the Facilities **Helpdesk** so that remedial action can be taken where appropriate.

Suspicious behaviour - If suspicious activity is noticed, notify or get a colleague to notify the Security on **7857**. Challenge if you feel able but do not get yourself into a vulnerable or confrontational situation. More important is to make a mental or written note of a description, direction of travel, what suspicious acts you saw and any other information which may help Security identify and locate the individual(s). Security staff will direct security response to the area as a matter of urgency. Each situation of this type will be different and it is at the discretion of the individuals concerned as to what action they wish to take, but at no time should they put

themselves at risk. Reporting suspicious activity is extremely important to Security Staff in helping to prevent and detect crime against the University.

Threatening or abusive behaviour: If staff or students are faced with threatening or abusive behaviour, stay calm, avoid raising your voice and aggressive body language such as finger pointing/wagging. Call for assistance from colleagues and/or Security Staff.

C. DRUGS AND ILLEGAL SUBSTANCES

All suspicions of the handling or using of controlled or illegal substances should be reported to the Security, in the first instance, so that appropriate investigation and consultation with University authorities may take place.

D. PROPERTY – LOST AND FOUND

1. Found Property

Unidentified found property should be handed in to staff at the **Security reception in the CoS Building**. When property is handed in, the date/time, finder's name, department and contact details will be recorded. If the property is not returned to the owner or is left unclaimed for a minimum of one month, the property will be passed to charity or disposed of.

2. Claiming Property

When a loser claims property, full details will be required. i.e. a full description of the item and for certain items, proof of ownership may be requested. When staff is satisfied of the owner's claim, the property will be handed over on signature. Where any doubt to ownership exists, the Head of Security will be asked to arbitrate.

3. Property Left in Lecture Theatres or Classrooms

No items of property or teaching material should be left unattended in teaching rooms. Teaching rooms are cleaned daily and any item of property will be treated as found property and dealt with as above. Where the value is questionable (leftover hand-outs or teaching material) and/or the condition of the item is poor, normal practice is to treat this as 'waste' and dispose of it.

4. Students' Personal Property

The University does not accept liability for loss and/or damage to Students personal property unless negligence of the University or its employees can be established. Students are strongly advised to make their own arrangements for insuring their personal property.