GOLDEN GATE UNIVERSITY

Title:	Security
Date:	May 2008
Submitted by:	Business Services & Facilities
Approved by (if relevant):	
Public or Login required:	

BASIC SECURITY PROTOCOLS – All members of the department are tasked with assisting with campus safety and security. Being professional and maintaining calm-and-control during emergencies is critical when responding to calls for assistance. In addition to the specific protocols listed in the *Emergency Response and Evacuation Plan (EREP)* for the situation at-hand, the following must guide our actions:

A.
Your safety is paramount at all times. If you feel that you are in an unsafe situation, or you feel threatened, or you are unsure of what to do, back away and call for assistance and wait for help to arrive.

B.
We are not a police force, and do not have arrest authority. Therefore do not try to apprehend (this means even touching) or otherwise detain any person. Do not use force or violence. If the situation is escalating, defuse it by backing away and calling for help.

C.
If a suspect is involved, keep the person under observation if possible without escalating the situation, or creating an unsafe condition for yourself or others.

D.
If a victim is involved, be sensitive to the concerns and needs of that person.

E.
Do not allow crowds to gather, especially around a victim or crime scene. Cordon off the area and keeping people moving and away from the area as best as you can.

F.
Do not discuss any security events or incidents with anyone outside of the BSF Team unless authorized by a BAF manager to do so.

G.
A Security-Incident-Medical-Emergency (SIME) Report must be completed for all security, medical and emergency situations. A SIME should also be completed for any incident that you feel is unusual or merits discussion or further investigation. And a SIME report must always be completed any time “911” is called.

H.
The Director of BSF, Operations Manager, Materials Manager and/or Facility Engineer must be called as soon as possible for any SIME event.

I.
In summary, our basic general-purpose emergency response guidelines are:

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Respond promptly to the call for assistance.

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Remain calm.

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Take charge and maintain control of the situation.

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Call “911” as required by the situation.

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Call for BSF backup as required.

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If the situation exceeds your ability to effectively respond, wait for the responding unit to respond.

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Maintain radio communications and provide status updates as required.

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Be safe. Do not place yourself in jeopardy.

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Wear protective clothing-gloves as required by the situation.

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If waiting for police, fire or medical assistance, make sure that someone is positioned at the exterior of the facility (by the entryway) to direct them to your location. Make sure the elevator is “held” for their use.

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Get the facts: names of victims and witnesses, organization of assignment, times, description of what occurred and the people involved.

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Be sensitive to the confidentiality of the event and the people involved.

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Notify BSF senior managers of the event as soon as possible.

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Prepare and submit a SIME.