

Custodial Operations Security/Safety Policy

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(E3Y)

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Reference: (UPPS 04.04.01 Miscellaneous Human Resources Policies and Procedures sections 05.01 and 10.01-02; Reporting Criminal Offenses Resulting 01.04.40; FM/OL No. 09.21)

RATIONALE: Your "SAFETY" is as important to Custodial Operations as it is to you. To maximize your safety and the safety of those you work with, the following procedures have been developed.

I. PURPOSE:

To establish and implement a Custodial Operations "Security / Safety Procedure" for the protection of staff, students, faculty and the assets of Texas State University. Furthermore, to establish and implement a Custodial Operations procedure for locking and unlocking of administrative, educational and general buildings at Texas State University during regular class days, weekends, special events, emergency shut downs, and other days when classes do not meet. Adherence to this policy will further Custodial Operations ability to provide quality services in a safe and efficient manner.

II. RESPONSIBILITY:

- A. Custodial staff's responsibility for security of buildings is limited to class days and the working schedule of the Custodial staff. Responsibility does not extend to holidays, nor weekends, unless authorized by the Associate VP Facilities, Director Custodial Operations or their designee.
- B. Custodial staff's responsibility for the security of University buildings is limited to locking doors as authorized by the Associate VP Facilities, Director Custodial Operations or their designee and "common sense" observation for emergencies, or intruders.
- C. The University Police Department is responsible for routine nightly Lock Up of the university.

III. PROCEDURES:

- A. Locking and Unlocking of Doors:
 - 1. For activities after the normal work schedule, the sponsor of the Special Activities, must make advance arrangement to obtain a key and must assume full responsibility for securing the building unless other arrangements have been made.

2. AT NO TIME are Custodial Staff to open doors for faculty, staff or students. Custodial staff is **NOT** to unlock buildings, classrooms or offices without authorization from their immediate Supervisor or the Director Custodial Operations.

NOTE - Staff or faculty who normally use the buildings (except the Library) will be allowed to remain after all exterior doors have been secured. If a faculty or staff member has locked their keys inside a room, office, lab, etc., they must make arrangements with their immediate supervisor or department chair, to have the room, office or lab unlocked. Again, Custodial staff is **NOT** to unlock buildings, classrooms or offices without authorization from their immediate Supervisor or the Director Custodial Operations.

3. If you feel pressured to unlock a door or become unsure of policy or procedure, contact your immediate supervisor for instructions **BEFORE** taking action.

B. General Instructions:

1. Custodial Staff will not work on University Grounds without the knowledge of their immediate Supervisor or Director.
2. All Custodial Supervisors shall carry their assigned mobile telephone/Push-to-Talk anytime they are on duty.
3. Leaving your work area/building without authorization is prohibited anytime you are at work.

C. Custodial Staff are to remain in their assigned work areas and should leave the building only to follow approved work flows. (Example: trash removal)

D. The immediate Supervisor or Director's approval must be obtained prior to an employee leaving the building for any reason (other than specified by the approved work flow). The following information will be required by management in order to make an informed decision.

- the reason you need to leave the building;
- the time you are leaving;
- where you are going;
- what route you will be taking and what time To expect your return.

If an Emergency Situation (for example: fire) occurs where the health or safety of you or those within close proximity are compromised, exit the building. Do not stop to contact your Supervisor until you are safely out of the building at the **designated meeting location for your building.** (see attached listing)

IV. **VISITORS**

Custodial Operations staff are not to have visitors at the workplace without specific permission from their Supervisor, the Assistant Director or Director of Custodial Operations. At no time will friends or family be allowed to use or handle chemicals, tools or equipment for their own personal safety.

V. INTRUDERS

A. Custodial staff **will not** confront any students or unauthorized individuals found in the building after it has been locked. If you see or suspect an unknown or unauthorized individual, **IMMEDIATELY** contact the University Police Department at 5-2805 or dial 911 free from any pay phone or any phone available.

B. If anyone is observed damaging or destroying a building or university grounds **IMMEDIATELY** contact the University Police Department at #2805 or dial 911 from any pay phone (which is free of charge) or any phone available.

C. Custodial Staff are encouraged at all times to think Safety. Do not approach intruders or place yourself within arm's reach of an intruder.

VI. NOTIFICATION

A. When you call 911 give them your name, location, and any relevant information, (Description of the individual/s, etc.) as necessary.

B. After notification of the Police, contact your immediate Supervisor to report the incident in person, by mobile phone, or by contacting the Co-Gen (#5-2108).

C. All Supervisors shall document and notify the Assistant Director and Director Custodial Operations within 24 hours of the incident. If the incident is of a serious health or safety concern, notice will be made immediately after the incident to the Assistant Director and the Director, Custodial Operations.

VII. AFTER DARK PROCEDURES:

A. TRASH REMOVAL:

1. Determine (with your Supervisor) a time and location in your building to meet for trash removal after dark.
2. AT ALL TIMES (after dark) there will be at least two (2) employees removing the trash as a team from the building to the dumpster.

B. OUTSIDE ENTRANCES/EXITS/WINDOWS:

1. All cleaning of outside entrances, exits, and windows after dark will be done with at least two (2) employees as a team.
2. Teams will be determined by the Supervisor responsible for your area.

VI. CERTIFICATION STATEMENT

This policy has been approved by the following individuals in their official capacities and represents Custodial Operations policy and procedures from the date of this document until superseded.

Director, Custodial Operations

Assistant Director, Custodial Operations