

1. **Introduction:** Building security is a top priority for all CAMD personnel. Theft and vandalism have negative impacts by virtue of the loss of research data as well as the monetary loss.
2. **Purpose:** The purpose of this policy is to insure the facility is secure when it is unoccupied.
3. **Definitions:**
 - a. Secure means all building alarms are armed and the gate is locked.
4. **Scope of Policy:** There are three (3) buildings at the CAMD facility, each with it's own alarm system.
5. **Requirements:**
 - a. All building alarms must be armed.
 - b. The gate must be locked.
6. **Responsibilities:**
 - a. It is the responsibility of each individual to determine if they are the last person to leave the building and if this is the case, to arm the alarm system.
 - b. Be certain no one is left in the building before arming the alarm.
 - c. If the alarm is set off, call Allied Systems immediately @ 292-4545. You will be asked for your pass code number.
 - d. After arming all building alarms, the gate is to be locked, using the chain and padlock attached to the gatepost.
7. **Penalties:** Anyone deemed to be a habitual offender in failing to meet these objectives will be assessed a penalty at the discretion of the CAMD Director.

Authorization: By the signatures affixed below, this policy is authorized by the CAMD Director and by the CAMD Facility Manager.

F. Josef Hormes
CAMD Director

Date

George Rupert Jr.
Facility Manager

Date