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 its 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                      Date  George Rupert Jr.                      Date
CAMD Director                      Facility Manager