



# **THE UNIVERSITY OF THE WEST INDIES**

**MONA**

## **SECURITY POLICY**

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Campus Security Office

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# 1 Introduction

The University of the West Indies is regarded as the premier teaching, learning and research institution in the Commonwealth Caribbean. Founded in 1948, The University has developed a solid reputation for academic excellence, teaching and research. The University's main Campus is located on a six hundred and fifty (650) acre property located in the Mona Bowl formerly known as the Papine Estate.

Open access to this University Campus site is rightly seen as an essential ingredient of academic life as the Campus impacts and is in turn impacted by the neighbouring communities of Greater August Town, Mona Heights and Papine. It is also important that the University is seen to be a good neighbour, adding value to the community. In that respect, the Campus offers excellent sporting, legal, banking, medical and recreational facilities which are open to the local community.

The University of the West Indies, Mona Campus is easily accessible from Mona Heights, Liguanea, Papine and August Town in the parish of St. Andrew and is surrounded by several arterial routes. There is regular bus service to and around the Campus from the city and surrounding areas. On any given day there may be in excess of two thousand (2,000) motor vehicles present on the Campus and an average of six thousand (6,000) motor vehicles enter the Campus during week days.

Approximately three thousand (3,000) members of staff and eighteen thousand (18,000) students and an estimated twenty thousand (20,000) visitors benefit from a reliable and integrated security system while on the Campus. Ensuring the safety and security of such a large and diverse population is the responsibility primarily of the security team, but this has to be supplemented at all times by security awareness amongst the population itself. In this regard, the mantra for securing the Campus is based on the three (3) pillars of ***Prevention, Preparation and Participation.***

## 2 Overview of the Different Security Formations on the Mona Campus

The Security Department on the Mona Campus is headed by a Director of Security who is charged with the responsibility of coordinating security activities across the Campus as well as formulating and operationalizing Security Policies, Strategies and Plans.

The Mona Campus is protected by three (3) separate layers of public and private security. These include:

(1) The Jamaica Constabulary Force (J.C.F.) - Mona Police Post which is located at the south eastern side of the Campus. The Post is staffed by one (1) Gazetted ranked Officer by other ranks (Sergeant, Corporal, Constables). The Mona Police is tasked with the responsibility of protecting life and property, preservation of the peace, prevention and detection of offences as well as traffic management. Policing of the Campus is done by mobile and foot patrols on a round the clock basis.

(2) The second layer of security is provided by a cadre of one hundred and eighty eight (188) Guards who are contracted by the Campus. They provide security on a round the clock basis at one hundred and forty five (145) locations across the Campus during the days and at sixty nine (69) locations at nights. Special emphasis is placed on Halls of Residence where twenty seven (27) Security Posts have been established. These are manned on a round the clock basis. The Private Security Guards are tasked with controlling access to the grounds and to Halls of Residence. In addition, they provide escorts on foot, bicycles and in vehicles, especially at nights.

(3) The third layer of security is provided by a team of fourteen (14) Campus Police Officers who enjoy the same powers, privileges and immunities as regular Constables of the Jamaica Constabulary Force (J.C.F.) while they are on duty on the Mona Campus. They perform a myriad of policing functions including escort and emergency response services.

In addition to the core Police and Security Operatives, there are approximately sixty (60) Undergraduate University students who are engaged in the provision of Courtesy and Traffic Warden Services on the Campus. This provides them with work experience while providing financial remuneration for their service.

Physical security on the Mona Campus is augmented by a network of security surveillance cameras, intruder alarm systems and electronic access control devices. There is a Central Security Incident Monitoring Station (CSIMS) which operates on a twenty four hour basis.

### **3 Definitions and Interpretation**

**3.1 *The University of the West Indies means*** the University of the West Indies established by Royal Charter.

**3.2 *Mona Campus means*** all that land known as the Mona Campus of the University of the West Indies in the parish of Saint Andrew and comprised in Certificate of Title registered at Volume 703 Folio 75 of the Register Book of Titles.

**3.3 *Security Officer means*** (a) a member of staff who performs security duties;

(b) a person assigned to the Campus to perform security duties by the security company to which he is employed, being a company contracted by the Committee to carry out security services on the Campus; or

(c) a member of the Jamaica Constabulary Force, the Island Special Constabulary Force or the Jamaica Defence Force;

**3.4 *Committee means*** the Campus Finance and General Purposes Committee as established in the Charter of the University of the West Indies;

**3.5 *Student means*** means a person who is registered as a student of the University (whether full-time or part-time) during a current year for a first or higher degree, diploma, certificate or such other qualification or courses of the University as may be approved by the Senate;

**3.6 *Employee means*** a person in the employment of the University engaged in teaching, research, administrative, professional, technical, clerical or ancillary duties;

## 4 Title, Purpose and Jurisdiction

### 4.1 Title

The following rules and policies will be known as “The University of the West Indies, Mona Campus Security Policy” and will apply to all The University of the West Indies, Mona sites, to include: Western Jamaica Campus (WJC), Discovery Bay Marine Laboratory, Port Royal Marine Laboratory and any other facilities owned or rented by the University. All staff, students, temporary workers and visitors are obliged to comply with this policy.

### 4.2 Purpose

The purpose of this policy is to provide clear guidelines and instructions to students, faculty, staff and visitors to the institution, with the intention of providing a safe and secure environment for the entire University Community.

### 4.3 Jurisdiction

The jurisdiction of this Security Policy comprise the main Campus at Mona and all other sites of The University of the West Indies, Mona in Jamaica.

## 5 Policy Statement

It is the policy of The University of the West Indies Mona to ensure as far as is reasonably practical, the personal safety and security of all students, staff, visitors and contributors at all The University’s campuses and facilities in Jamaica.

All persons who study, work or reside in, or who visit the University campuses have a responsibility to conform to all the safety and security policies and protocols aimed at creating a safe and secure environment for learning, working, recreating and conducting business. In addition, all students, staff, visitors and contractors should assist University staff with physical security responsibilities in ensuring the success of the policy.

The University is committed to continuously assessing all security threats and risks and to implement the necessary mitigating strategies in order to maintain a safe and secure space for all.

## 6 Legislations and Standards

Statutory and Common Law are applicable to this security policy. This policy shall also be in keeping with other policies of The University including:

- i. The University of the West Indies (Mona Campus) (Security) Act 2002.



- ii. The University of the West Indies, Mona Campus Environmental & Occupational Health and Safety Policy Statement (contained in The University of the West Indies, Mona Safety Manual).
- iii. The University of the West Indies, Mona Campus Food Establishments and Services Policy.
- iv. The University of the West Indies, Mona, Health and Wellness Policy.
- v. The University of the West Indies, Code of Conduct and Responsibilities for Students.
- vi. The University of the West Indies Sexual Harassment Policy.

## 7 Scope of the Policy

This policy applies to all members of the University community, including but not limited to students, faculty and staff, and it covers prohibited conduct that occurs on Campus or other University property or occurs in connection with The University of the West Indies, Mona Campus's programmes or activities, including academic, educational, extracurricular, athletic or other programs and activities; or otherwise affects the University community.

In certain instances this policy applies to third parties (e.g., visitors, volunteers, vendors, and contractors while on University property, participating in a University sponsored activity, or providing services to the University, applicants for admission to or employment with the University and former affiliates of the University).

## 8 Roles and Responsibilities

### 8.1 The Campus Registrar

The Campus Registrar shall be the sponsor and responsible Officer for the development and subsequent amendment to this policy.

### 8.2 The Director of Security

The Director of Security shall have overall responsibility for the implementation and enforcement of this policy.

### 8.3 The Security Committee

The Security Committee shall have oversight for the implementation of the policy. The Director of Security shall report to the Security Committee on a monthly basis on the progress of the implementation of the Security Policy and any other matter impacting the policy to include:

- (a) Preparing and overseeing the execution of an implementation plan.
- (b) Monitoring activities on the Campus for compliance.
- (c) Providing reports to the Finance and General Purposes Committee (F&GPC) when required.
- (d) Making recommendations to the Finance and General Purposes Committee (F&GPC) on issues pertaining to security on the Campus and at it off Campus facilities.
- (e) Monitor client satisfaction at intervals as approved by the Finance and General Purposes Committee (F&GPC).

#### 8.4 The Estate Management Department (EMD)

The Estate Management Department is responsible for maintenance and upkeep of the physical features of the Campus. The security of the Campus largely depends on the proper maintenance of certain critical areas to include:

- (a) Perimeter fencing
- (b) Gates
- (c) Lighting
- (d) Trimming of trees and shrubs
- (e) Proper signage

#### 8.5 Mona Information Technology Services (MITS)

MITS is responsible for the installation, management and upkeep of all technological security solutions on the Campus, these include:

- (a) The Surveillance Cameras
- (b) The Central Security Incident Monitoring Station (CSIMS)
- (c) Electronic Access Control System

## **SECTION 1**

# **SITUATIONAL CRIME PREVENTION**

## SECTION 1- SITUATIONAL CRIME PREVENTION

### 1 Situational Crime Prevention

**Situational Crime Prevention assumes that crime occurs whenever and wherever the opportunity presents itself. Therefore if opportunities for crime are reduced it follows that crime will be significantly lessened. The University has embarked on a number of crime prevention initiatives that falls within the category of Situational Crime prevention these include:**

- i. The erecting of perimeter fencing around the entire Mona Campus with Security Guards at all operational points of access and exit.
- ii. Secured access to Faculty buildings, administrative buildings, Halls of Residence, Libraries and other critical buildings to include Labs and Lecture Theatres.
- iii. Provision of adequate lighting around the University with brighter lumens for roadways, Car Parks, Gazebos and secluded areas on the Campus.
- iv. The installation of Close Circuit Television (CCTV) surveillance cameras at strategic locations in and around the University Campus, for the protection of human and material resources and maintenance of order in open spaces.
- v. Issuing of UWI Identification cards to ensure only legitimate persons gain access to certain critical areas on the Campus to include; Labs, Libraries, Halls of Residence, Administrative Offices and other high risk facilities.
- vi. The provision of digital locks on doors where necessary.
- vii. Liaison with students and staff studying and working on-site to ensure appropriate measures are taken to minimise the risk to their personal safety and the security of any equipment being transported.
  - i. Requesting individuals who cannot provide evidence that they are genuine students, staff, or visitors to leave the premises.
  - ii. Requesting Police assistance in the event of any criminal offence being committed on University property.

## 1.1 Access Control

i. One of the most critical component in securing any facility is the extent to which access is controlled. If the threat is prevented from accessing the facility then it will be unable to cause injury or harm. The University of the West Indies Mona Campus has taken steps to regulate all its eight (8) access points. These are; (1) The Queens Way Gate (2) the Post Office Gate (3) the Irvine Gate (4) the August Town Turnstile (5) the Hermitage Turnstile (6) the Garden Boulevard entrance (7) the Aqueduct/ Hospital Gate (8) Taylor Hall/ University of the West Indies Hospital (UWHI) entrance. All these entrances are regulated by time for opening and closure and manned by static security personnel.

ii. The Campus is not a public thoroughfare and should only be accessed for legitimate reasons. Security personnel has a right to ask persons their reason for wanting to access the Campus. Access can be denied to persons seeking to conduct illegal vending, habitual loiterers, persons with animals without permission and other persons who are suspected to be of nefarious intention.

## 1.2 Vehicular Access

i. The four (4) vehicular access points to the Campus are; the Main Queens Way Entrance, the Post Office Gate, the Irvine Gate and the Aqueduct/ Hospital Gate. All excepting the Post Office Gate entrance will be closed at 10 p.m. and opened at 6 a.m. daily or at such other times as may be dictated by the Administrators of the University.

ii. Access via the Main Queens Way Entrance is restricted to members of staff with vehicular stickers, students and residents with vehicular stickers and VVIPs. All other vehicles should access the Campus via any of the other three (3) vehicular access points. No vehicle may enter or remain in a Restricted Area of the Campus.

## 1.3 Building Access Hours

The normal operating hours for Administrative Offices at the University is 8:30 a.m. to 4:30 p.m. weekdays. The University is closed on weekends and Public Holidays. There are exceptions for the staging of functions and for events at the Chapel. The operational times at various Faculties and Department may vary to facilitate teaching and lectures. These times will be conspicuously posted.

## 1.4 Access Control for Special Events

Special permission may be granted from time to time for the holding of special events on the Campus. These events may require changes to the access control protocols resulting in the opening of gates and building which would otherwise being closed. Appropriate notices will be placed in all cases where special access is granted and the duration.

## 1.5 Access Control Badge - General

- i. All Access Control Badges will be issued exclusively by the University and remain the property of the University.
- ii. The Badge Holder must report the loss/theft of an Access Control Badge immediately to the Human Resource Management Division of the University.
- iii. All University staff, contractors, students, faculty, affiliates, and others assigned to University space, will obtain and display between neck and waist, an Access Control Badge, while on Campus. In particular, the Badge holder must clearly display the Access Control Badge while in secure laboratories, limited access buildings or in other areas where all access is controlled.
- iv. The policy forbids the use of an Access Control Badge assigned to another person and may result in the confiscation of the badge and access denial to both parties.
- v. When a person no longer needs the Access Control Badge (i.e. on termination, voluntary separation, graduation, contract completion, etc.) the badge must be returned to the Human Resource Management Division of the University. The cardholder, terminating official, or school office should notify the Human Resource Management Division immediately so that the badge can be disabled.

## 1.6 Internal Security

- i. While the security entities on the Campuses are responsible for the overall security of both human and material resources, it is incumbent on each person to support the objectives of the security system and to self-police all protected areas.
- ii. This means that everyone should note and report doors that have been propped open, have tape across the door's strike, unescorted visitors, and children in laboratory space, the wrong people in the wrong areas, intruders in offices, missing files, equipment, etc. and takes reasonable steps to remedy observations.
- iii. It is the duty and responsibility of all Deans of Faculties, Head of Departments, Administrative Offices, students and staff to report any act of tampering, attempted tampering, breaking or attempted breaking, vulnerable areas and suspicious activities to the Campus Security Office where an investigation will be initiated.
- iv. Tampering with alarms and other internal security devices is strictly prohibited and anyone found in breach must be reported to the Campus Security Office. It is important to note that which the University has an obligation to provide all stakeholders with adequate security coverage through environmental design, each stakeholder has an equal duty and

responsibility to be aware, alert and responsive to the security environment in order to maintain a safe and secure Campus.

### 1.7 Security Key and Access Control Policy

- i. Only those persons authorized by the Campus may obtain possession of keys for Campus facilities and then only in compliance with the procedures laid down for the receipt, custody and return of such keys.
- ii. Each Department should designate a Key Control Manager who will report to the Dean or Head of the Department. The Key Control Manager should be responsible for the Security of all keys as well as the records indicating the day, date and time of each issue, to whom and by whom the keys were issued and the purpose for which it was issued.
- iii. In relation to electronic key access, the Key Manger should be given access to the electronic data which records the day, date, time, place and persons accessing the facilities under their supervision. All Deans, Directors, Department Chairs, and Administrative Officers should be made responsible for the full implementation of this policy within their respective areas. All records should be subject to audit.
- iv. Violation of this policy is subjected to Administrative Disciplinary actions from the University, as administered by the individual Department.

### 1.8 Control of Locks and Keys

- i. Any request submitted for new keys or locking systems requires authorisation by the Head of Security prior to issue.
- iii. Sub-master keys may be issued to Departments for local use and issued to individual staff.
- iv. Departmental Administrators should keep a record of all keys and fobs issued locally and ensure that members of staff return keys when they move office or leave the University's employ.
- v. It is the responsibility of all individuals who are issued with cards, keys or fobs to ensure their safe keeping at all times and report losses immediately to security staff
- vi. In every case the loss of a key or its equivalent (a card, fob etc.) must be reported immediately to the Security Team.
- vii. Where additional access control is required Departments/Divisions should discuss their needs with the Director of Security.

## **SECTION 2**

# **PERSONAL SECURITY AWARENESS**



## **SECTION 2 - PERSONAL SECURITY AWARENESS**

**In addition to providing security of the physical space and buildings, the University is also committed to ensuring that all students, staff, visitors and other stakeholders feel safe and secure while on the Campus. This will be accomplished through sensitization and the establishment and enforcement of critical security policies and procedures.**

**To achieve this the following policy initiatives will apply:**

### **2.1 Policy Initiatives**

- i. Access to sensitive and restricted areas of the Campus will be constantly monitored and will be limited to authorize persons only.
- ii. All safety protocols will be observed in research and teaching laboratories and access control procedures will be strictly adhered to in areas dealing with chemical, biological and radioactive materials.
- iii. Access control protocols to the Campus after normal business hours will be greatly enhanced and may see vehicles entering and leaving the Campus subjected to search and logging.
- iv. Students and staff will be required to wear their identification badges to access Campus Facilities to include; Halls of Residence, Lecture Theaters, Laboratories, and Administrative buildings. Students and staff not wearing Identification badges during the night maybe subjected to questioning and search by the Campus security.
- v. All students and staff will be encouraged to participate in the self-policing of secure areas controlled doors, and restricted zones.
- vi. The Visitor Management System on the Halls of Residence, Administrative, Research and Teaching facilities will be strictly enforced.
- vii. To create awareness among all stakeholder of the security protocols of the university and seek buy-in to ensure maximum compliance.
- viii. Checking to ensure that individuals in the University can provide evidence that they are genuine learners, staff, visitors or contractors to the premises.

### **2.2 Other Personal Security Initiatives**

- i. Reporting all suspicious activity immediately to the Security Team.
- ii. Locking away all personal valuables and never leaving personal property unattended.

- iii. Offices must be locked upon leaving, with ground floor windows closed and locked (where locks are fitted).
- iv. Laptops should be locked out of sight when not in use, particularly overnight.
- v. In open areas, laptops should be secured to the desk with a steel enclosure or security cable.
- vi. Students should make use of the secure storage facilities available.
- vii. Windows and curtains or blinds should be closed at dusk and lights (except security lighting) should be turned off when leaving.
- viii. All incidents of crime on or near University premises, real or suspected, must be reported to the Security Team.
- ix. Avoid walking alone at nights.
- x. Be aware of your surrounding when using a cash machine, as far as is practicable avoid using ATMs at nights.
- xi. Be suspicious of e-mails or phone calls requesting personal information and destroy papers carrying bank or credit card details.
- xii. Do not put valuable items into the general use lockers, particularly wallets, purses and laptops.
- xiii. If you are faced with threatening or abusive behaviour, stay calm, avoid raising your voice and the use of aggressive body language such as finger pointing/wagging. Call for assistance from colleagues and/or Security Staff.
- xiv. Secure laptop storage facilities are provided. Enquire at the Baggage Counters at the various Libraries.
- xv. Have your laptop, smartphone and tablet security-marked for identification if stolen and recovered.
- xvi. Outfit your electronic equipment if possible with tracking software.

## **SECTION 3**

# **GENERAL CRIME PREVENTION GUIDELINES, POLICIES AND INITIATIVES**

## SECTION 3 - GENERAL CRIME PREVENTION GUIDELINES, POLICIES AND INITIATIVES

Crime Prevention is only achieved through constant vigilance, risk assessment, security needs assessment and the implementation of “target hardening” policies, guidelines and initiatives. The University having conducted a comprehensive Risk Assessment and Crime Survey has decided on a menu of activities which after implementation are aimed at reducing the risk of crime on the Campus of the University:

### 3 CREDENTIALING

#### 3.1 Employee Credentials

All members of staff are required to possess and prominently display valid University of the West Indies Identification Card while on the University of the West Indies, Mona Campus.

#### 3.2 Student Credentials

- i. All registered students of the UWI, Mona Campus are issued with Student Identification Cards which will facilitate access to the Libraries, public areas and other facilities on Campus. Students are required to possess and prominently display valid Identification Card while on the University of the West Indies, Mona Campus.
- ii. The University reserves the right to challenge the validity of any identification presented to obtain UWI Identification Card, if said identification appears altered, worn, unclear, photocopied or issued by an unrecognized organization or institution. In these cases, an additional form of official ID (Driver’s license, Passport or national ID) will be required.
- iii. The Identification Card is the property of the University of the West Indies. Individuals must surrender the Identification Card if so instructed by a UWI official or the UWI Campus Police Department. The individual card holder is responsible for protecting all services provided by that Identification Card. Cardholders are not permitted to lend their Identification Card to others for any purpose.
- iv. Upon Graduation or withdrawal from the University or upon termination of employment your ID card is no longer valid. ID cards remain the property of the University and must be surrendered to the University upon request.

#### 3.3 Contractors and Consultants

Contractors and Consultants are issued with University Identification Cards for the period of their contracts. On completion or termination, the ID cards should be surrendered to the University. It is hereby emphasized that the UWI ID card is the property of the University and the University reserves the right to retrieve such ID cards as it deems fit.

### 3.4 Visitor Identification

All visitors to the University are required to follow the directions given by Security Officers. No person visiting the Mona Campus shall enter a Restricted Area without lawful authority or expressed written approval of the relevant authority figure for that area. Persons found in a Restricted Area may be asked to produce valid identification. Failure to comply may result in prosecution. Where a visitor identification badges is issued it must be worn for the duration of the visit and return on conclusion.

### 3.5 Protection of University Assets

It is the responsibility of all students, staff and interns to avoid deliberate damage to University property which include but not limited to real property, financial, intellectual, fixtures, vehicles and furniture. The removal or transfer of furniture, fixtures or electronic equipment from one facility to another or from the compound of the Campus without the written approval of the University's Administration is strictly prohibited. Malicious injury to University property will attract criminal and internal disciplinary sanctions.

### 3.6 Personal Property

It is the responsibility of every individual to protect his/her person from personal injury as well as their property from theft or vandalism. This can be achieved through basic prevention measures such as keeping expensive personal property out of the view of potential thieves and reporting all suspicious activities to the Police, Security Guards or Campus authorities.

### 3.7 Parking

Parking is regulated by the University of the West Indies, (Mona Campus) Security Act 2002. Parking on the Campus is only allowed in designated parking areas. Vehicles parked in a manner likely to endanger life and property or in front of a fire hydrant or in a space reserved for disabled person may be clamped or towed and will not be released until payment of the prescribed fee.

### 3.8 Search

Vehicles entering or leaving the Campus may be subjected to search. Persons reasonably suspected of leaving the Campus with property believed to have been stolen may be subject to search by a Police Officer.

### 3.9 Firearms/Offensive Weapons

- i. Firearms and Offensive Weapons as a general rule are not permitted on the Campus. Where a student, Faculty member or staff is the holder of a licensed firearm, all practical steps must be taken to secure such weapon off Campus.

- ii. Where a Licensed firearm holder who is not a student, staff or faculty member is conducting business on Campus all precautions must be taken to ensure that their weapon is not exposed.

Violation of this policy will result in disciplinary action and sanctions up to and including expulsion, in the case of students, or termination of employment, in the case of employees in addition to other criminal liability.

- iii. Disciplinary action for violations of this regulation will be the responsibility of the Campus Administration in conformity with the rules set out in the University's Regulation.

### 3.10 Sexual Harassment, Gender Based Violence, Stalking and Bullying

- i. The University of the West Indies has adopted a **Zero Tolerance Approach** to any form of Harassment, Stalking, Bullying or Violence.
- ii. Members of the University community who are the victims of, or who have knowledge of any incident of sexual harassment, gender-based violence, bullying, stalking or sexual assault are urged to promptly report the incident to the University's Administration.
- iii. The University's responsible employees include Academic Administrators, Supervisors, Department Heads or Chairs, Directors, Deans, student affairs staff, Faculty, Human Resources Management personnel, Campus Security Officers, Student Resident Advisors, and Athletic Coaches.
- iv. On receipt of any report fitting the category listed above, the recipient is duty bound to take the necessary action as outlined in the Campus Sexual Harassment Policy and the UWI Policy on Gender Based Violence. In cases of Gender Based Violence and sexual assaults a report will be made to the Jamaica Constabulary Force (J.C.F.).

### 3.11 Regulation of Public Passenger Vehicles (PPV) on the Campus

- i. There is in existence a policy regulating the operation of Public Passenger Vehicles (PPVs) on the University of the West Indies, Mona Campus known as the "UWI Mona Taxi Policy."
- ii. Operators of Public Passenger Vehicles (Hackney Carriages, Stage Carriages, Contract Carriages, Route Taxis) wishing to operate on the Campus must first make an applicant to the Office of the Director of Security for vetting and approval. Copies of this Policy is available on request.
- iii. A Taxi Stand has been constructed at the Irvine Gate entrance to the Campus and is regulated by The University of the West Indies, (Mona Campus) Security Act 2002.

- iv. Students are advised to use only those Taxis that are authorized to operate on the Campus.

### 3.12 Drug and Smoking Policy

- i. It is the University's policy to prohibit the unlawful distribution, dispensing, possession or use of illicit drugs on the University of the West Indies, Mona Campus.
- ii. The Campus has been declared a smoke-free zone, hence smoking or vaping is strictly prohibited on all properties and facilities owned or operated by the University. It is expected that all students, staff and visitors will adhere to the no use of drugs and smoking policy of the University.
- iii. The University will take into consideration, when determining sanctions, the case of a student who is a drug user or who abuses alcohol as long as he or she is willing to undergo medical treatment in a sincere attempt toward rehabilitation. In the case of any student who is not willing to undergo such treatment, the University reserves the right to take investigatory and disciplinary action up to and including dismissal.

### 3.13 Alcohol

- i. It is the policy of the University that alcohol may not be sold, delivered, or given away to anyone under 18 years of age, nor may someone under the age of 18 present false evidence of age to purchase alcohol.
- ii. Alcohol must not be consumed in public places on the Campus except those designated for the purpose. For example, the Students Union, the Mona Visitors Lodge, the Senior Common Room, or at special events approved by the Campus Registrar and sanctioned by the Police and local government authority.
- iii. Operating a motor vehicle while intoxicated, or impaired by the use of drugs, is a crime for which a sentence of up to one (1) year in prison can be imposed.
- iv. All vendors that operate on the Campus and sell alcohol must be in possession of a valid Spirit Licence.

### 3.14 Staging of Entertainment Events

- i. The staging of special events such as UWI Carnival, Integration Thursdays, Hall Fetes and Dinners, requires permission from the Campus Registrar and the Director Office of Student Services and Development. For events at the UWI, Mona Bowl permission must be obtained from the Campus Registrar and from the Director of the Sports Department.

- ii. In addition, special permit and licenses must be sought on application to the Senior Superintendent of police in charge of the St. Andrew Central Police Division, in which the Campus falls for license to stage the event.
- iii. Entertainment licenses must be obtained from the Kingston and St. Andrew Metropolitan Corporation (KSAMC) and under The Copyright Act from the Jamaican Association of Musicians (JAMMS) and Jamaica Association of Composers and Producers (JACAP).
- iv. A special Liquor Licence should be obtained under the Sprit License Act, if not operating under the existing licence of some other person or entity. Application for each license should be made no later than ten (10) days before the staging of the event.
- iv. All applications must be sent to the Director of Security for vetting, Risk Assessment and to determine scope of the security detail to be deployed.

### 3.15 Controlled Substances

- i. Jamaican law makes it a criminal offense to manufacture, distribute, or dispense, or possess with intent to manufacture, distribute, or dispense, or simply possess a controlled substance.
- ii. The Dangerous Drug Act of Jamaica makes it a criminal offense to possess, possess with intent to sell, or actually sell various drugs to include Marijuana.
- iii. Under Jamaican law persons who are found in possession of two ounces (0.057Kg) or less of Marijuana may be prosecuted but if convicted the conviction shall not be recorded on the criminal record of the offender.
- iv. The University's policy on smoking applies to all substances hence smoking of Marijuana is strictly prohibited on all the University properties and persons found in violation are subjected to the University disciplinary process or criminal prosecution.

### 3.16 Emergency Security Response Protocol

The University has created an Emergency Security Response Protocol which will be activated in cases of emergency some of which include:

- i. Fire
- ii. Earthquake
- iii. Serious crime being committed or in progress on the Campus
- iv. Riot or Police operation which could threaten the safety and security of the University.

*(Details of the Protocol is available on the Security page of the Campus Website).*



### 3.17 Material Leaving the University Compound

- i. Contractors, employees and students leaving the compound with property belonging to the University will be required to show their lawful authority for doing so.
- ii. In every case persons leaving the university with property either in the form of construction equipment, tools, furniture, fittings, plants, electronic equipment are requested to be in possession of a valid pass issued under the signature of an authorized person. This pass should be presented to the guard at the exit to the facility and on some occasions to the guards at the perimeter exit points (vehicle access points).

### 3.18 Policy in Relation to Contractors

- i. There is in existence a Security Policy relating to construction sites on the Campus. In essence, all recruitment for workers for construction sites should be done off Campus. This is to avoid the Campus being overrun by job seekers who may include persons of questionable character.
- ii. The successful applicants after screening should be issued with photo ID cards and should be advised to wear them at all times when on the Campus. Construction workers entering or leaving the facility will be subject to search where reasonable suspicion is established. Such workers will not be allowed to wonder into restricted areas of the Campus.

### 3.19 Food Establishment and Services Policy

- i. The policy of the University is that only those persons who satisfy the requirement under the Public Health Act relating to Food Handlers Permit and who further satisfy the requirement of the University policy in relation to vending on the Campus will be granted written permission to do so.
- ii. Applications should be made to the Business Development Office (BDO) where the necessary processing will be done.

### 3.20 Protection of Flora

Plants, fruits and vegetables are protected under the University of the West Indies, (Mona Campus) Security Act 2002. Persons seeking to pick fruits, cut flowers or trees must first obtain a written approval from the relevant authority.

### 3.21 The University of the West Indies, Mona Protocol Dealing with Security Interaction with Persons with Mental Health Condition

- i. The University has in place a protocol dealing with how persons suffering from mental health condition should be interacted with when members of the Campus security team are called.
- ii. The protocol was formulated in consultation with the Consultant Psychiatrist, the University Health Centre Mona. The protocol addresses emergency situations where persons suffering from mental illness or are suspected to be suffering from a mental health condition become boisterous, disruptive or violent to the extent that they endanger themselves or a third party.

*(Details of the protocol can be found on the Security page of the Campus website).*

### 3.22 Policy Dealing with Animals on The University of the West Indies, Mona Property

- i. It is the policy of The University of the West Indies, Mona to provide a safe, non-threatening and healthy Campus environment for our students, Faculty, staff, vendors and visitors. To this end the Campus has been declared a **No Animal Zone**. While under controlled and exceptional circumstances animals may be allowed on Campus, the general rule is that animals are not allowed.
- ii. The University will take all necessary steps to ensure that animals are not tethered, fed or foddered on the property of the University. Violation of this policy may amount to breach of The Dogs (Liability for Attack) Act 2020.
- iii. Where this policy is violated by anyone whether associated with the University or not, and damage or injury is done to any person or property, the University will not accept liability or lend support to the Violator. This Policy may be tendered as exhibit in Court on behalf of the Plaintiff.

## **SECTION 4**

### **BASIC SAFETY AND SECURITY TIPS**

## SECTION 4 - BASIC SAFETY AND SECURITY TIPS

In order to develop a holistic approach to safety and security on the Campus, and for all persons who attend the University whether in the capacity of a student, staff, vendor or visitor to appreciate how to react to frequent incidences that if not dealt with expeditiously could have catastrophic consequences the following safety tips are issued:

### 4.1 Basic Fire Prevention Tips

The best way to deal with fires is to prevent them. Fire prevention means reducing the possible causes of fires.

- i. Checking the area for potential fire hazards every time they come to work.
- ii. Keeping the facility clear and free of combustible materials.
- iii. Enforcing “no smoking” policies.
- iv. Keeping hallways clear of obstructions.
- v. Knowing where all fireboxes are, where all corridors lead, and making sure that all exits and fire doors are unlocked and accessible.
- vi. Knowing who is in the building, and where they are.
- vii. Inspecting (and sometimes repairing) fire equipment, such as fire extinguishers, hoses and pumps, clothing, oxygen masks, evacuation maps.
- viii. Communicating fire preparedness and fire-response information to employees.
- ix. Conducting ‘Fire drills’ and similar fire-preparedness activities.
- x. Knowing the duties of all employees in the event of fire.
- xi. Assisting in the shutdown of electrical equipment and other machinery.

### 4.2 Responding to fires

When fires do occur, the role of Campus security is to minimize the damage by;

- i. Extinguishing small fires.
- ii. Assisting in evacuations.
- iii. Notifying the local fire company promptly.

### 4.3 Explosions

- i. In the case of explosions, students and staff are advised to cooperate with security personnel on the scene. Their primary function at the scene of any explosion is to protect people from harm and to contact medical emergency service providers.
- ii. Evacuation may be required. Security personnel should have the contact numbers of the local Fire Department and the Emergency Services Unit of the Police Department.
- iii. Another secondary function may be to administer first aid.

#### 4.4 Bomb Threats or Suspicious Packages

- i. The investigation and disposal of a suspicious item(s) or alleged bomb is not the responsibility of local security personnel. The role of Campus Security is to contact appropriate personnel (immediately) and minimize risks to people and property.
- ii. Evacuation may be required.
- iii. Do not touch suspicious items.
- iv. Company policy will influence how to respond to the receipt of a bomb threat.
- v. Finding the bomb is a Police job. Call the Police.

#### 4.5 Evacuations

- i. Evacuations may be ordered in the event of a major phenomenon.
- ii. Students, staff and all other persons on the Campus at the time are required to cooperate with the directive given by security personnel as hesitation or undue delay may result in serious harm, injury or death.
- iii. Evacuations must be accomplished calmly and efficiently, to avoid panic and fulfill the function of removing people (and property) from potential harm.

#### 4.6 Riots, Civil Disturbances, and Labor Disputes

Political, labor or social disturbances on or near the University premises can escalate if not dealt with in a professional manner. Students, staff and other stakeholder should obey the direction of the campus security team as they will often times be the first responder.

All parties on Campus are advised to:

- i. Stay calm while the national police force is called.
- ii. Do not provoke rioters.
- iii. Retreat to wherever you are directed to
- iv. Await further instruction from Campus Administrators.

#### 4.7 Hazardous Material Accidents

- i. Many facilities will have potentially dangerous substances on the premises. If these spill, or are used improperly, there is a real risk of serious injury or damage.
- ii. If a spill is discovered the Campus Security Office or a supervisor in the facility where the spill was discovered must be informed immediately.

- iii. The following precaution must be taken while awaiting help from the experts:
  - a) Do not enter a spill area unless you are trained to manage spills and clean-ups and are sure you know what you are doing.
  - b) Do not smell, taste, or touch suspected hazardous substances.
  - c) Call for help.
  - d) Keep other people away.
  - e) Failure to follow procedures when you discover a potentially hazardous spill could cost you your life.

#### 4.8 Lost Property

- i. All lost and found property will be logged by security personnel and secured until retrieved by the owner and otherwise.
- ii. People handing in lost and found property will be issued with a receipt and are encouraged to ask for one.
- iii. Any person(s) reclaiming items will need to offer a full description and evidence that the item to be reclaimed is their property. All reclaimed property must be signed for.
- iv. All unclaimed articles will be held for a minimum of ninety (90) days. After ninety (90) days, unclaimed items will be donated to charity. Any items that cannot be donated will be destroyed.
- v. Articles of a personal nature such as credit cards or Driver's Licenses will be forwarded to the respective Banks or to the Revenue Department and a receipt obtained.

#### 4.9 Privacy and Confidentiality

- i. The University acknowledges and respects the right of every individual to privacy. This will be balanced against the need to protect the wider Campus community from threats either natural or man-made.
- ii. Reports of breaches of this policy and of offences committed by or against any member of the Campus community will be dealt with in a confidential, respectful and professional manner in keeping with the ordinances of the University.

#### 4.10 Protection of Surveillance System Data

- i. The University has placed a number of cameras in strategic locations across the Campus for the protection of its human and material resources.

- ii. The data provided by this system is temporary stored on servers at the Mona Information Technology Services (MITS). The information obtained from the system is used internally solely for investigative purposes, to authenticate reports, to ensure order maintenance and general surveillance of the grounds and buildings.
- iii. In exceptional circumstances data obtained from the system may be requested in the furtherance of a criminal or civil matter by a third party. In such case a formal request will have to be made to the Campus Registrar who in some cases may consult with the Campus Legal Officer before request is granted or denied.