University of Wisconsin – Milwaukee
University Recreation
Physical Security and Access Policy for Klotsche Center, Pavilion and Engelmann Gym

1.0 Policy Statement

The Department of University Recreation (UREC) prioritizes the personal safety and security of all students, staff, visitors and contributors at the Klotsche Center, Pavilion and Engelmann Gym (KCP&EG).

All adults who utilize, study at, work in, and visit KCP&EG are responsible for keeping these facilities clean, safe and usable. All students, staff, visitors and contractors should assist UREC staff in ensuring the success of the policy.

UREC will evaluate the KCP&EG’s needs regularly.

2.0 Scope

Physical security is an essential part of any security plan. It protects and preserves physical, human and information assets. The threats to these assets are usually natural disaster, vandalism, theft, sabotage, violence, catastrophes caused by human failure, accidental damage, terrorism and other nontraditional threats.

Physical Security requires appropriate ‘layering’ of physical and technical security such as appropriate building construction, suitable emergency preparedness, reliable power supplies, adequate climate control, alarmed access systems and video surveillance.

In general terms, physical security means the positioning of physical and procedural obstacles to prevent unauthorized access to buildings and other physical assets. This policy specifically addresses the responsibilities and governing framework for the management, installation and maintenance of the following:

- Intruder Alarm Systems
- Access Control Systems including card systems, biometrics, turnstiles, key management, etc.
- Surveillance Systems including video surveillance, cameras, switching, IP video, digital recording, image analysis, etc.

Physical Security will also involve a balance between physical presence and use of technology. The level of physical presence, e.g. building rounds, is an ongoing evaluation/assessment and the use of technology will require constant monitoring to ensure it is working and operating as intended.
3.0 Responsibilities:

Shared responsibility for security rests with all students, staff and visitors to the University and the KCPEG. In particular, everyone should report all activity, suspected or real, of a criminal nature or any suspicious activity immediately to UWM Police and/or UREC Staff. Within this overall responsibility some particular elements are defined as follows:

- **University Police and Campus Security:** overall development, planning and implementation of physical security strategy, policies, specification, procedures and the monitoring of their effectiveness and efficiency as related to any campus security or disturbance. Duties include investigation of breaches in physical security and related crimes. UREC will adopt UWM guidelines and collaborate for the KCPEG.

- **University Information Technology Services (UITS):** overall development, planning and implementation of physical security strategy, policies, specification, procedures and the monitoring of their effectiveness and efficiency as related to any campus IT function including liaison with police; monitoring and management of intruder, and access control systems. Training of IT staff in physical security issues; installation, maintenance and contract management of Andover access control software and IT hardware including log of repairs. Provide asset register of all maintained access control systems. Procure and communicate contracted suppliers and systems.

- **Building Chair and Building Chair Alternate (UREC):** have a key role in promoting security within their assigned buildings and assist in the facilitation of training of KCPEG staff in physical security issues; maintenance of electronic access as written in this Physical Security Policy. Procure and communicate contracted suppliers and systems. The actual responsibilities will vary according to the location and the nature of the activity taking place. A number of specific responsibilities can be identified:
  - Liaise with the University Police with any security matter.
  - Ensuring KCPEG staff have access to and are familiar with the Physical Security Policy, paying particular attention to those issues which are directly relevant to their activities and duties.
  - Ensuring that all members of staff and students in their buildings understand and exercise their physical security responsibilities, including the displaying of University Identity cards when appropriate, and have due regard to University property.
  - Control access to the buildings by approving the issuance of keys to the building spaces, including exterior doors under their control and by authorizing staff to have “out of hours” accesses only as necessary. Note: Department of Athletics and College of Health Sciences, Department of Kinesiology issue keys separately for their designated office/lab/locker room/classroom suites within the KCPEG. Facility Services, UWM Police, Network Operations and other similar campus entities issue building keys for their staffs.
  - Keep a record of all keys issued by the department and ensure that staffs return keys when they move offices or leave the University’s employment. It is the responsibility of all individuals who are issued keys or electronic access to ensure their safe keeping at all times and report any loss immediately to security staff.
  - Notifying University Police of any physical security risk.
  - Ensure that there is no installation of access controls and surveillance systems without prior approval of the University Police.

- **Staff (including student staff as well as student athletes and Kinesiology students with any electronic access privileges to the facilities):** All staff must ensure they are familiar with and
follow the procedures in the University Recreation Physical Security Policy, paying particular attention to those issues which are relevant to their activities. They must also cooperate with requests from University Recreation, especially in emergency or evacuation situations and in relation to physical security procedures. Staff to be encouraged to carry their University credentials at all times when on University property or be able to prove their identity upon request.

- Students: have a general responsibility to look after University facilities properly and to give due consideration to physical security issues. They must follow security procedures designed to protect University property, in particular regulations governing access to the KCPEG.
  - Students must cooperate with requests from University Recreation, especially in emergency or evacuation situations and in relation to physical security procedures.
- Visitors: (including conference attendees and external event attendees) have a general responsibility to look after the University facilities while on campus and to give due consideration to physical security issues. In particular they must follow security procedures designed to protect University property. Visitors must follow instructions from the UREC Staff, the UWM Police, or from their host Department, College, School or Service, particularly in emergency situations.
- The Department of Athletics and College of Health Sciences, Department of Kinesiology: have responsibilities for their designated office/lab/locker room/classroom suites. Additional security measures within these spaces will be in collaboration with these units.

4.0 Policy Implementation

University Recreation will adopt a layered approach to security and will:

- Secure the perimeters of the Klotsche Center and Pavilion by taking all reasonable measures to prevent unauthorized access.
- Reserve the right to limit access to the buildings to students, staff, visitors, clients and contractors.
- Take additional security measures to protect its high value assets, high-risk facilities and confidential documentation storage areas.
- Provide additional security measures to ensure the protection of staff and equipment. These measures include, where applicable:
  - The provision of electronic locks on doors where necessary.
  - The requirement for all IT equipment to be marked with a unique identification code and all security cyber stations to be installed in secure locations.
  - Liaison with staff who work offsite to ensure appropriate measures are taken to minimize the risk to their personal safety and the security of any equipment being transported.
- Provide or help facilitate a range of Personal Protection Security measures for those staff that work in high-risk situations. These measures may include:
  - The operation of video surveillance in or around the KCPEG as agreed in conjunction with the University Police.
  - The provision of security patrols and/or University Recreation Building Manager Rounds.
  - Personal (panic) alarm systems at strategic and higher risk locations.
  - Radio systems to help facilitate safety policies and procedures.
- Implement the following security policies in KCPEG facilities:
Physical keys, electronic key fobs and electronic key cards are only to be used by the person assigned to each item.

Access to doors with electronic locks must be done with electronic “keys” (fob, card, or biometric). Physical keys are only to be used on these doors in an emergency.

Propping a secured door is prohibited.

Holding open a secured door to allow unauthorized access is prohibited.

All access to the facilities must be through designated entry points.

Only authorized persons are permitted to enter the facilities.

Approved guest(s) of authorized person (sponsor) must be accompanied by sponsor at all times.

- **UREC in pursuance of the purpose of this policy will:**
  - Reserve the right to conduct spot checks to ensure that individuals in KCPEG facilities can provide evidence that they are authorized to access the premises.
  - Reserve the right to require individuals who cannot provide evidence of such authorization to leave the premises.
  - Request police assistance in the event of any criminal offence being committed on University property.
  - Provide advice to students and staff on personal safety and the security of items and equipment.
  - Facilitate requests for door opening of an office. In these cases, except in the event of an emergency, only the person assigned to the office, authorized cleaning/maintenance staff or someone with standing (Dean, Director, etc...) will be allowed in. To assist with verifying their identity, a photo identification card (State or UWM) is required. If the info provided is not verifiable by University Recreation Staff or University Police, then the request is denied. Incidents are documented and retained for all of the door opening requests that are granted.
  - Log incidences of non-compliance with security policies.

- **Employ staff trained in the use of all security hardware and software.**
  - Provide emails and phone numbers of personal assigned to security. The email list serve, urec-security, should be used in most cases to communicate with the security personnel.
  - UREC Information Center Staff will be available to help with physical security when the KCPEG is open, by calling 414-229-3914.
  - When KCPEG facilities are closed, University Police will be the primary contact for physical security issues by calling 414-229-4627 or 414-229-9911.

- **To ensure uniformity of standards, fitness for purpose and to control costs, UREC will adopt, in cooperation with other campus entities, vendor specifications for the following items of security equipment:**
  - Access Control Systems including Identity Cards, Fobs, Alarming and Biometrics (Panther card ID, Andover, L1 Bioscript)
  - Video surveillance and recording equipment (Milestone)
  - Membership Management and Scheduling Program (Fusion)
  - Security Lighting and Scheduling (UWM Facility Services will Control)
  - Fire safety and suppression systems (Tyco)
  - Facility Maintenance Software (TMA)
  - Air Quality Management Software (Metasys)
5.0 Access Control Systems and Alarms

Access Control Systems and Alarms operate in some areas. Electronically controlled barriers/doors are an effective method of preventing unauthorized access and the security strategy will involve expansion of access control systems throughout the KCPEG. Electronic access should be regarded for security purposes as the same as a key. Holders must safeguard their access credentials and report any loss to University Recreation staff or University Police as soon as possible, so the access can be mitigated.

6.0 Video Surveillance Systems

The University Police Department will detail the management and operations, storing and viewing of images, disclosure and retention of recorded images among other related matters. The UWM Police will grant access to the software program that manages these items.

7.0 Monitoring and Evaluation

Responsibility for monitoring and evaluation of the Physical Security Policy lies with the Department of University Recreation’s Administration. The policy will be reviewed regularly or when any new legislation or statutory obligations arise as identified by the University of Wisconsin System. In addition an Audit of Campus Security measures will be conducted when required by UW System Internal Audit.

8.0 Related Policies and Further References

- Chapter UWS 18 – Conduct on University Lands - [http://docs.legis.wisconsin.gov/code/admin_code/uws/18.pdf](http://docs.legis.wisconsin.gov/code/admin_code/uws/18.pdf)
  - Health and Wellbeing
  - Safety Tips
  - Text Message Alerts
  - Class/Event Cancellation
  - Fire Safety
  - When Crisis Happens
  - Annual Reports
  - Many more additional resources
- Facility Services - [http://www4.uwm.edu/pps/](http://www4.uwm.edu/pps/)
  - Custodial Services and Sanitation
  - Trouble Reports
  - Emergency/After Hours reporting of facility concerns
  - Lighting Problems
  - HVAC Problems
- University Information Technology Services - [https://www4.uwm.edu/uits/](https://www4.uwm.edu/uits/)
  - Information Security - [https://www4.uwm.edu/itsecurity/index.cfm](https://www4.uwm.edu/itsecurity/index.cfm)
- UWM Police - [http://www4.uwm.edu/police/](http://www4.uwm.edu/police/)

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