

UNIVERSITY OF TOLEDO

SUBJECT: UNIVERSAL CARD ACCESS SYSTEM (ProWatch)

Procedure No: SM-08-005

PROCEDURE STATEMENT

The following procedures will be followed in response to alarms and alerts on the Universal Card Access System (ProWatch), located in security dispatch center on the Health Science Campus (HSC).

PURPOSE OF PROCEDURE

To protect individuals and property at the University of Toledo Health Science Campus (HSC) by controlling access through the use of a universal card access system. Specific card readers are installed in various locations on the Health Science Campus, to allow approved individuals electronic access to critical and non-critical locations on campus.

PROCEDURE

Security will monitor the Universal Card Access System (ProWatch) at the HSC security dispatch center.

When an unauthorized individual or suspicious activity (i.e. door held open, invalid card reader, etc.) is detected through the ProWatch system security personnel will utilize the video monitoring system, if applicable, observe current or past activities at a desired location.

Consideration shall be given to each particular card access alarm point, including specific type of alarm, location (critical vs. non critical area) time and date of alarm, and other factors that may be used to determine the specific response.

If an area is deemed critical, e.g. Pharmacy, DLAR, HEB 089, Human Resources, HEB 011A etc. and an unusual intrusion alarm occurs, HSC Security will contact/dispatch UT Police and/or a security officer(s) to investigate the specific area.

HEB 089 Alarm Procedure

When an unauthorized entry or suspicious activity is detected on the ProWatch system for the HEB 089 Lab, specific guidelines will apply. (Alarms for the HEB 089 lab appear in a specific color on the ProWatch screen)

1. The security staff will immediately dispatch a security officer to investigate.
2. HSC Security will attempt to make telephone contact with staff in HEB 089 at 419-383-6014, 419-383-6013, 419-383-7081, or 419-383-4346. In, addition security personnel will review specific video feeds to identify individuals in the area of HEB 089 (front and rear doors).
3. HSC security will respond and make contact with authorized, or unauthorized staff.
4. If an emergency is determined or suspected, specific response may apply, including a police response, depending on the situation.
5. A command post may be set up and the Incident Command System put in place depending on duration or specific event and/or incident.
6. HSC Security will contact the Bio-safety Officer at 419-383-5089 and cell 419-966-2525 for HEB 089.
7. The dispatcher will contact the Director of the HEB 089 Lab (Dr. Jason Huntley) at office 419-383-5456, cell 469-360-6346.

HEB 011A Alarm Procedure

When an unauthorized entry or suspicious activity is detected on the ProWatch system for the HEB 089/HEB 011A Lab, specific guidelines will apply. (Alarms for the HEB 011A lab appear in a specific color on the ProWatch screen)

1. The security staff will immediately call 911 for a UTPD officer to investigate.
2. HSC Security will attempt to make telephone contact with staff in HEB 011A at 419-383-4336. In, addition security personnel will review specific video feeds to identify individuals in the area of HEB 011A.
3. UTPD will respond and make contact with authorized, or unauthorized staff.
4. If an emergency is determined or suspected, specific response may apply.
5. A command post may be set up and the Incident Command System put in place depending on duration or specific event and/or incident.
6. HSC Security will contact the Radiation Safety Officer for HEB 011A.

Source: Department of Public Safety

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