



Arecibo Observatory

Office of the Director

SUBJECT: Safety and Security of Buildings	Effective Date: 04-30-2020	Policy Number: AO-POGM08
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	Responsible Authority: EHS & Security Manager	

DATE OF INITIAL ADOPTION AND EFFECTIVE DATE: April 30, 2020

APPLICABILITY/ACCOUNTABILITY

This policy applies to scientists, visitors, guests, AO staff, contractors, and partners.

Note: The requirements of the Policy shall be implemented by all partners. Any partner noting any area of conflict between this Policy and any other practice Policy must bring it to the attention of the Security Manager immediately for conflict resolution.

GENERAL POLICY

Establish the requirements for the physical security of buildings in the Arecibo Observatory with the implementation of the best recognized security practices. The Policy applies to any building or property, held in the custody of the Arecibo Observatory.

DEFINITIONS

1. **Security Rounds:** patrol a certain area to prevent criminal activity, maintain security, and protect people and property.

2. **Working Hours:** 7:00am-5:00pm

POLICY STATEMENT

The Arecibo Observatory (AO) will follow the applicable guidelines of the institution, state and government in order to maintain effective security measures to safeguard the integrity of the buildings and their physical resources. AO recognizes its responsibility to provide for staff (which for the purposes of this policy includes external visitors, interns, scientists, postdocs, and others) a safe environment where they and their possessions will be offered a reasonable degree of protection.

To ensure that the environment is kept safe everyone who accesses the buildings must be aware of how they can contribute towards ensuring to a safe place to be.

PROCEDURES

Normal Working Hours (Monday-Friday 7:00 am-5:00 pm)

1. The principle access to the buildings for visitors should be through the main entrance doors into the main reception.
2. Visits in buildings will not be allowed without being previously notified. An escort will be necessary for this purpose.
3. All visitors who are to go beyond the public areas must be booked by the guards at the entrance log. (This is also required for health and safety reasons).
4. Members of the public visiting the Building must only be given access to the public areas unless accompanied by a member of staff.
5. No one should allow anyone who they are unfamiliar with access through any security locked doors or lifts without first checking their identity or purpose.
6. All security doors should be kept secure so that access is only via a key. No doors leading to the private areas of the building should be left unbolted, unlocked, or propped open. This also applies to emergency exit doors.
7. All staff can enter and stay in the building during normal working hours which are from 7:00 am to 5:00 pm. (The scientific staff schedule is based upon scheduled observations.)

Outside Normal Working Hours

1. The principle access to the building for visitors should be through the main entrance doors into the main reception.
2. Access to the public and visitors will be open to what are recognized publicly assessable meeting rooms including the Learning Center and Conference Rooms areas.
3. All security doors should be kept secure. No doors leading to the private areas of the building should be left unbolted, unlocked, or propped open. This also applies to emergency exit doors.
4. If the Main entrance to the Building is unlocked staff may contact the security guards to get access to the building.
5. Inform the security guards of the visiting ours for safety reasons.

Weekends and/or Holidays

Procedure for Accessing the Building out of Hours for Managers, Key Holders

1. Inform the security guards and let them know the out hours.
2. Check out with the security guards upon leaving the site.

Special Events

1. Special Events are scheduled and approved by the Director of the Arecibo Observatory.
2. The public is permitted on-site during special events in areas identified in advance.
3. Any deviation to this requires the express approval of the Director or designated staff member.

Procedure for Accessing the Building out of working Hours for Staff

1. No staff may enter the building unless they are either on duty or they have secured the prior approval with their Manager. If for any reason access is required, then the following procedure needs to be followed.
 1. Get approval from the manager.
 2. Inform the security guards to ensure that it is possible to access the building, Employee must have to inform the work schedule which will include the time at which think will be leaving the area.
 3. Check out with the security guards upon leaving the site.

Security of equipment and possessions

1. No equipment such as laptops and projectors for example should be left unattended. Those with such equipment are responsible for its security and safety.
2. Personal possessions are the responsibility of the individual and if a staff member or visitor brings an item of value into the office, they must ensure that it is appropriately stored in a safe place. The AO is not responsible for personal possessions that go missing unless there is proof of forcible entry.
3. Any thefts or losses must be reported immediately to the security guards and to the Police if appropriate.
4. Visitors must not be allowed to let anyone else into the building without the prior permission of staff.

Safety and Security Measures for the Buildings

1. Employees must have control of their office keys at all times in order to prevent unauthorized access.

2. Any loss of keys is to be reported to the YEI Purchasing Procurement Support Specialist representative immediately without delay.
3. At the end of each business day, guards must ensure that the doors are completely locked and secured.
4. Entrance to offices out of working hours must be authorized by a supervisor. An escort will be provided.
5. Monthly inspections of fire extinguishers and fire hose will be carried out.
6. Guards will provide preventive rounds in each building every 2 hours starting at 6:00pm until 6:00am
7. Smoke detectors and emergency lights are verified monthly by guards.
8. Findings will be reported immediately through a written report during the work shift.
9. All new staff will be oriented with respect to a Key Policy. (AO-EHS-53 KEY AND LOCKS SOP)

REFERENCES

[Building Inspection Report Form.docx](#)

[..\AO-EHS-53 Locks and Keys SOP \(20190917\).pdf](#)

CONTACTS

Director of the Arecibo Observatory, ext. 212

Environmental, Health, Safety & Security Manager, ext. 370

INITIATING AUTHORITY

Director of the Arecibo Observatory

POLICY APPROVAL	
(For use by the Office of the Director)	
Policy Number: AO-POGM08 Safety and Security of Buildings	
Initiating Authority: _____	Date: _____
Principal Investigator: _____	Date: _____