



National University of Health Sciences General Policies

Title: **Security Procedures**

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Date Adopted: **12/13/93**

Date(s) Revised: 1/1/13



President

1-1-13

Date

POLICY STATEMENT

It shall be the policy of National University of Health Sciences (NUHS) to maintain a University security operation and to require that the security staff handle security incidents and problems in accordance with "Security Operations Procedures", a copy of which follows this document.

Procedure

The following guidelines list actions that security personnel are to take in dealing with security problems on NUHS property:

1. All incidents and complaints are to be written for record on the "Uniform Incident Report" form and signed by the reporting security officer. Such incidents should be filed in the Student Services Office and the Office of the Vice President for Business Services within 24 hours of occurrence.
2. The full names of all people involved should be included in the record.
3. The full names of all witnesses should be included in the record for verification of information.
4. If any illegal/criminal activities take place, Security personnel should contact 911 or the Lombard Police Department. The following University personnel should be notified immediately, and they will determine the necessity of involving others in priority order: Dean of Student Services and Vice President for Business Services. Criminal activities on campus include, but are not limited to: drug dealing/possession/use, drunkenness, domestic problems, fighting, and endangerment of other people, automobile accidents/speeding.

5. Sexual Assault Dean-on-Call

The Sexual Assault Dean-on-Call is Dr. Daniel Driscoll, the NUHS Dean of Students. His campus phone number is (630) 889-6546. The Assistant Dean of Students is Mrs. Yesenia Maldonado, her campus phone number is (630) 889-6548. Both Deans can be reached after hours through the University Security Officer on duty at (630) 927-9957. The Deans are available to answer any general or personal questions related to sexual assault. Callers, who use the Dean-on-Call, do not have to provide their name to have their questions answered.

6. Security is to obtain photographs of incidents when possible.

7. If there is an emergency situation, i.e., fire, storm, electrical, etc., the individuals in #4 should be notified immediately, as should the closest fire department.

8. If there is an emergency health situation, i.e., serious injury, heart attack, child birth, death, etc., 911 should be called immediately, followed by a call to the NUHS Clinic if during regular business hours. The individuals in #4 should be notified, and/or the fire department and/or Good Samaritan Hospital.

9. Security personnel should never, in any situation, become involved in physical confrontations with students or others. If in doubt, call the Lombard Policy by dialing 911.