



University of Pennsylvania Police Department 4040 Chestnut Street, Philadelphia, Pa 19104		 
Directive: 17	Subject: Building Security Regulations	Effective Date: 05/17/1996
Order of: Gary Williams, Chief of Police		Amended Date: 08/01/2023

I. Purpose

The purpose of this directive is to provide all University of Pennsylvania Police Department (UPPD) and Division of Public Safety (DPS) employees with guidelines concerning building emergencies, building and parking security measures to be enforced, and policy to be followed when admitting visitors/clients into the UPPD Headquarters building (HQ).

II. Policy

In the event of an emergency within HQ, the PennComm Center will be contacted immediately. If the emergency involves a bomb threat or suspicious/found device, the PennComm Center shall be contacted by Phone. Furthermore, it is policy of the department that the security of HQ (4026-4040 Chestnut Street), the remote parking Lot #41, driveway access to the rear garage door entryway, the restricted parking areas in the rear of HQ on Sansom Street, and the restricted loading zone in front of HQ, be enforced twenty-four (24) hours a day.

III. Scope

This directive shall affect all UPPD and DPS employees.

IV. Procedures

A. Command Responsibility

1. The Chief of Police will assume command of all HQ emergencies. In his/her absence, the highest-ranking police officer available will assume command until the Shift Commander, Captain or Deputy Chief of Patrol Operations is on location.
2. A command post may be set up in HQ, on the exterior perimeter of the property, or at a remote exterior site (e.g., lot #41), by order of the Incident Commander. The command post will be used to establish and maintain communication between the scene and the PennComm Center. The Incident Commander shall request a communications vehicle at his/her desired location.

3. Upon determination that the emergency requires an evacuation of HQ, the Incident Commander will:
 - a) move the command post to a designated exterior site using the Communications Vehicle as the command post;
 - b) direct the PennComm Center Police Supervisor to notify all department commanders/supervisors to evacuate the building; and,
 - c) secure transportation for the PennComm Center personnel to the alternate (temporary) PennComm Center location.
4. The Incident Commander will take command of all previously unassigned personnel and make assignments as dictated by the needs of the emergency (i.e., evacuation, injuries, crowd control, etc.).

B. PennComm Center Responsibilities

1. The PennComm Center will remain operational during an emergency until the safety of the personnel necessitates an evacuation to the alternate PennComm Center location, or until the on-scene commander calls for a complete building evacuation.
2. Upon notification of an emergency in HQ, the PennComm Center Police Supervisor will ensure:
 - a) any other necessary emergency equipment is dispatched to the scene;
 - b) a communications vehicle is dispatched to a designated exterior location (e.g., lot #41, etc.) to be set up as a command post, if needed; and
 - c) the immediate notification of all command personnel.
3. Fire Emergencies
 - a) If a fire is discovered in HQ by any employee, he/she will immediately go to the nearest pull station, sound the alarm, and then notify the PennComm Center of the location and nature of the fire.
 - b) Upon receipt of a fire alarm activation within HQ, the PennComm Center Police Supervisor will:
 - (1) call the Philadelphia Fire Department (PFD) at 215-922-6000 or by way of the direct ring down line;
 - (2) call the Facility Services Department at 215-898-8189 or by way of speed dial and advise them of the situation;

- (3) assign one (1) officer to the area of the alarm. The officer's duties will be to determine the exact location and nature of the fire and report same to the PennComm Center.

C. Building Security Regulations

1. The PennComm Center Police Supervisor will be responsible for HQ security. If the PennComm Center Police Supervisor needs to leave the PennComm Center (i.e., lunch break, personal, etc.), a Shift Supervisor shall be notified to take HQ and assume overall responsibility for HQ security until the PennComm Center Police Supervisor returns.
2. The two (2) rear doors and the large garage door shall remain closed and locked at all times. If any of the rear doors should fail to secure, the PennComm Center Police Supervisor shall be notified immediately. Upon notification, the PennComm Center Police Supervisor shall notify the Dispatch Supervisor who will ensure that the rear exterior CCTV cameras are monitored CONTINUOUSLY to prevent any unauthorized access until the unsecured door is properly secured.
3. Sworn and civilian employees may use either the front or rear doors when entering the building. Uniformed and plainclothes officers transporting detainees to HQ will utilize the Sansom Street (rear) garage door entrance at all times. Officers escorting witnesses, complainants, etc., shall use one of the Chestnut Street entrances.
4. Respective Supervisors will ensure that all non-uniformed personnel (sworn and civilian) wear their University of Pennsylvania Identification Card on their outer garment (chest area) at all times while inside HQ.
 - a) The identification card may be clipped onto, or draped over, the left breast pocket or secured to a chain and worn around the employee's neck.
5. Exterior and interior alarm and CCTV systems shall be tested periodically by Security Services personnel to ensure that they are operating properly.
6. Admission of Visitors/Clients
 - a) Visitors/clients shall enter HQ via one of the Chestnut Street doors (4026 or 4040). Visitors/clients shall not be admitted through any of the Sansom Street (rear) entrance doors by UPPD employees. If a UPPD employee discovers a visitor/client attempting to enter one of the Sansom Street doors, he/she shall be directed to enter through one of the Chestnut Street doors. Deliveries (i.e. UPS, laundry service) shall be made via the rear entrance doors.
 - b) ALL visitors/clients (including other police agency personnel, University staff, students, contractors, maintenance personnel, etc., with the exception of specific Special Services clients See Section IV., C., 9. below) having business in HQ will be greeted by the

PennComm Center Police Supervisor and required to show a valid form of identification (i.e., police ID, PennCard, driver's license, etc.) and state their business.

(1) The visitor/client will be announced to the appropriate office via telephone. When it is ascertained that the visitor/client is expected, a representative from the area to be visited will proceed to the main lobby to escort the visitor/client to their respective office. EXCEPTION: Persons requesting to visit second floor offices may be admitted after being announced to the appropriate office.

7. Unauthorized Persons

- a) All sworn UPPD officers will stop and question persons who are not displaying a UPPD guest identification card.
- b) Any persons in HQ without the proper identification or proper authorization are to be considered unauthorized. In all such cases, the PennComm Center Police Supervisor shall be contacted and if the investigation reveals that the person was not properly admitted, that person shall be identified and should be arrested for trespass when warranted.

8. Special Services Exception

- a) Due to the sensitive nature of the incidents addressed by the Special Services Department, visitors/clients may be granted anonymous access to the Special Services' office area without producing identification or identifying themselves to the PennComm Center Police Supervisor IF:
 - (1) the visitor/client is known to a Special Services' employee; and
 - (2) the employee waives the identification requirement and accepts responsibility for the visitor/client.
- b) The PennComm Center Police Supervisor will then issue the visitor/client the appropriate floor pass in accordance with this directive.
- c) Visitors/clients of the Special Services Department may enter HQ through the Special Services (4026 Chestnut St.) entrance door during normal business hours. This separate entrance door will automatically lock during non-business hours.
- d) During non-business hours, visitors/clients of Special Services must enter through the main lobby door.

D. VEHICLE/PARKING SECURITY

- 1. The PennComm Center Police Supervisor shall be responsible for the security of the department's leased parking lot (Lot #41), via the CCTV camera located at the entrance of

the lot. The PennComm Center Police Supervisor will also be responsible for driveway access to the rear garage door entryway and the restricted loading zone in front of HQ.

- a) The marked patrol car covering Mobile Sector #5 will make periodic checks of the vehicles parked in Lot #41, the restricted spaces in front of HQ and the rear garage area entryway.
2. Lot #41, and the restricted loading zone in front of HQ, are only for departmentally owned police vehicles, authorized personal vehicles (Lot #41 permit or temporary permit), police or city of Philadelphia vehicles on official business, and authorized visitors and contractors who may be conducting business within HQ. The area indicated "Police Vehicles Only" in the 4000 block of Sansom Street at the rear of HQ shall be used only for departmentally owned police vehicles.
3. The PennComm Center Police Supervisor will issue temporary permits to persons who are transient that shall be displayed on the dashboard, behind the front windshield.
4. Unauthorized vehicles found parked in Lot #41 may be towed by the University's contracted towing service in accordance with Department of Transportation and Parking policies and procedures.
5. Unauthorized vehicles parked in the restricted loading zone in front of HQ may be ticketed and towed by the PPD's Tow Squad with the authorization of an on-duty supervisor.

E. Evacuation

1. In the event of an emergency requiring the evacuation of HQ (e.g., fire, explosion, building collapse, flooding, air quality issues, etc.), the commanding officer or ranking supervisor of each Shift, Unit or Section will ensure the safe and orderly evacuation of all personnel and secure the office/area. If conditions permit, before leaving the office area, commanders/supervisors will shut down all computer systems. The Incident Commander will secure transportation of all PennComm Center personnel to the alternate (temporary) PennComm Center location.
2. All personnel and visitors will be directed to leave by way of the nearest available building exit.
 - a) Personnel on the second floor will evacuate the building by way of one of the two (2) available stairwells. The cargo elevator shall Not be used, but will be kept available for emergencies at the lobby level.
3. All personnel will assemble at a location designated (staging area) by the Incident Commander for roll call.

- a) On-duty commanders/supervisors will ensure that all personnel are accounted for and will report the results of their roll call to the Incident Commander and await deployment.
 - b) The names and area assignments of personnel not accounted for will be relayed to the PFD commander.
4. Evacuated personnel will not leave the designated staging area unless ordered otherwise.
 5. The removal of trapped or injured persons shall be attempted IF conditions permit. It may be necessary to leave individuals behind until specially trained personnel, equipped with the appropriate rescue equipment, arrive. Personnel shall immediately inform the PennComm Center of any persons trapped or injured.
 6. The evacuation of detainees from the department's Temporary Holding Facility shall be conducted in accordance with Directive 29, "Temporary Holding Facility."

F. Evacuation Security

1. During an evacuation of HQ, the following building security measures will be taken:
 - a) The PennComm Center Police Supervisor will ensure that all personnel, visitors, etc., located in the lobby area, have exited the building.
 - b) The Incident Commander will assign officers (if safe to do so) to the following security posts:
 - (1) one (1) officer to the Sansom Street (rear) entrances; and
 - (2) one (1) officer to the Chestnut Street (front) entrances.

G. Bomb Threats At HQ

1. If the PennComm Center receives a report that a bomb has been placed in HQ, the PennComm Center Police Supervisor will:
 - a) ensure that no radio transmissions are broadcast from within the PennComm Center;
 - b) notify the PPD, Physical Plant, Parking & Transportation, etc., and request that they broadcast on all bands that radio transmitters shall Not be used in the vicinity of HQ;
 - c) assign the Civilian Dispatch Supervisor to proceed to a remote location, a safe distance from HQ, with a portable handheld radio to transmit that radio transmitters shall Not be used in the vicinity of HQ; and
 - d) notify as many on-duty commanders/supervisors as possible, via telephone, of the threat.

- (1) Notified commanders/supervisors will direct their personnel to survey their work areas for any suspicious object, package or device prior to evacuating.

H. Suspicious Devices/Objects Found At HQ

1. Any employee discovering a suspicious package or device will immediately notify the PennComm Center of his/her findings, in person or via hard-wired telephone.
2. Any employee discovering any suspicious package or explosive device in HQ WILL NOT attempt to touch, inspect, or move the item.
3. Only Personnel Assigned To The PPD Ordnance Disposal Unit Shall Deactivate, Remove Or Safely Detonate Suspicious Packages Or Found Devices.
4. When a suspicious package or an explosive device is found, the Incident Commander shall:
 - a) ensure that proper evacuations away from the package or explosive have been implemented;
 - b) ensure that the PennComm Center Police Supervisor has notified the appropriate commanders (i.e., the Shift Commander, Deputy Chiefs, Captains, and the Chief of Police) and that the Shift Commander or a higher ranking sworn officer is en route or on location;
 - c) ensure that the PPD Ordnance Disposal Unit has been notified and is en route; and
 - d) give the PennComm Center all pertinent data concerning the package or explosive device (i.e., description, type, dimensions, noises, unusual odors, exact time found and location).
5. The PennComm Center Police Supervisor shall notify all appropriate commanders/supervisors to proceed to the command post.
6. The Incident Commander (Shift Commander or higher ranking sworn officer) will:
 - a) ensure that the device is not touched or moved by anyone other than a qualified PPD Ordnance Disposal Officer;
 - b) confer with PPD Ordnance Disposal to determine a course of related police actions based on their evaluations;
 - (1) Order an evacuation of the area surrounding the device. Distance will be based on destructive potential of the device as determined by the PPD Ordnance Disposal Unit (100 yards is considered a safe minimum).

- (2) If an active device is to be removed from HQ, establish a security perimeter of uniform personnel through the area of removal at the direction of the PPD Ordnance Disposal Commander/ Supervisor.
 - c) after a device is found and the device is rendered safe by the PPD Ordnance Disposal Unit, then a subsequent search for any additional devices will take place; and
 - d) keep the Deputy Chief of Investigations (if not the on-scene commander) apprised of the findings and furnish all information necessary to complete his/her investigation.
7. If an explosion has occurred as a result of a suspected explosive device at HQ, personnel of the PPD Ordnance Disposal Unit will assist and act in an advisory capacity to the assigned PPD and UPPD investigator and the PPD Mobile Crime Detection Unit.

I. Fire Drills

1. In accordance with the Philadelphia Fire Code, Section 5-1201, and a variance granted to the University of Pennsylvania for all non-residential type buildings, fire drills will be conducted two (2) times per year by the Fire and Occupational Safety Department.
2. Scheduling, conducting and ensuring an orderly evacuation shall be the responsibility of the Chief of Fire and Emergency Services or designee who will serve as Chief of Exit Drills.
3. Commanding Officers will designate specific personnel to remain in HQ to maintain normal operations until the drill is concluded.

J. Compliance

Violations of this directive, or portions thereof, may result in disciplinary action.

K. Officers Assigned To Other Agencies

Officers of this department assigned to or assisting other law enforcement agencies will be guided by this directive.

L. Application

This directive constitutes departmental policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law. Violations of policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.