Campus Security and Keys

Security

Maintaining the security of UMD buildings and vehicles is every employee's responsibility. Develop habits that insure security as a matter of course. For example:

Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible.

Know the location of all alarms, aeds, and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise.

Keys and Card Access

All keys and card access assigned to an employee require signature acknowledging receipt of keys and agreement with the following statements: The employee agrees not to loan, transfer, give possession of, misuse, modify or alter the keys. The employee further agrees not to cause, allow or contribute to the making of any unauthorized copies of keys and agrees that any violation of this agreement may render the employee responsible for the expenses of a relock of the affected areas.

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