UMC/AHSC Main Loading Dock Security Procedure

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1. Main Loading Dock will be secured from 6:00 PM until 5:00 AM weekdays, the full 24 hours for all holidays and from 6:00 PM Friday until 5:00 AM Monday on weekends.

2. At 6:00 PM UMC Security will secure the UA Trash Compactor access door by lowering the roll down door and locking it in place. The security gate across the entrance to the Dock will be closed and electronically locked at the same time.

3. Persons wishing access to the Main Loading Dock after the gate is closed need to utilize the intercom located on the south column at the Dock entrance drive. Activate the intercom, identify yourself, your company affiliation, and if this is an unscheduled visit, your reason for needing access.

4. UMC Security will verify requestor’s approval for Dock entry from the Dock Access List provided by all UMC/UA/UPH departments with personnel and/or vendors routinely needing access to the Main Dock after normal operating hours.
   a. If this is not a regularly scheduled access UMC Security will then check for single need requests from the specific department.
   b. If the person isn’t listed on either, UMC Security will then attempt to locate the emergency contact listed by each department for authorization of entry.
   c. If no contact is made or the request is not approved by the emergency contact then the person wanting access will be informed that he/she will need to return when the Loading Dock is next open for business.

5. Each UMC/UA/UPH department will prepare a Dock Access List by July 1 of each year for all routine, scheduled deliveries and/or persons requiring access to the Main Loading Dock outside the normal operating hours of 5:00 AM to 6:00 PM Monday through Friday excluding holidays. This Dock Access List will include:
   a. Name of the Department and an after-hours emergency contact name and phone number for the department.
   b. Names of the department personnel that will routinely require access to the Dock
   c. Names of the vendor companies and company personnel that will be authorized to enter the Dock after-hours
   d. Emergency contact names and numbers for these vendors

6. Anytime a change in personnel or vendor occurs an updated list should be submitted to UMC Security as soon as possible but no later than 48 hours prior to the change occurring unless this is an emergency change. Emergency changes need to be called to UMC Security at 694-6533 as soon as it occurs.

7. Dock Access lists are to be sent to: Director, UMC Security, PO Box 245086.

8. UMC Security will be notified whenever the security gate system including the intercom fails to function properly in order to facilitate repair through the appropriate UMC department. Contact UMC Security at 694-6533 to report issues/repairs needed.