Rules of arming the security system in buildings and rooms

Based on clause 12.2 of “Regulations for ensuring security in the buildings of the University of Tartu”, approved by decree no. 12 of 27 June 2011, I hereby establish the following rules of arming the security system in buildings and rooms.

1. The everyday use and application of electronic security systems is ensured by the building manager in cooperation with the staff of the university’s security control centre and the in-house security service of Estates Office.

2. The guarding and protection of the university’s buildings and property is ensured in cooperation with the university employees, the employees of the university’s in-house security service, the university’s security control centre, and the security staff and patrol teams of the security company that provides services to the university. The guarding and protection of the university’s buildings and assets is managed around the clock by the university’s security control centre.

3. In the public areas of the university’s buildings (lobby, corridor, etc.), generally the security staff of the building or the university’s security control centre arms the security system.

4. Security equipment is installed in the basement and ground floor rooms of the building and in such rooms the security system is armed regardless of the security level. In rooms located on the second and upper floors, the security equipment is installed only if it is possible to enter these rooms via evacuation stairs, canopies or balconies.

5. When arming the security system in a building, the university’s security guard or employee of the security company must verify whether the security system in the rooms is armed and the spare entrances are closed, and visually check the condition of the utility systems in the building. In rooms equipped with information technology equipment (special equipment, multimedia equipment, computers etc.), the security staff must visually check whether the equipment is in sleep mode and, if necessary, ensure it is switched into sleep mode. It is necessary to check whether the windows in public rooms are closed and covered with blinds or curtains and to ensure that there are no university employees and/or unauthorised persons in the building.

6. The university’s security staff have no right to disarm the security system in the buildings, except in case of emergency (situation which requires immediate intervention by security staff).

7. The security control centre of the university must check whether the security system is armed in all buildings and rooms according to the time schedule provided in the security concept of each building and, if necessary, arm the security system in all rooms and buildings equipped with the security system.

8. If a building has no security concept, the principles established in this directive will serve as a basis for arming the security system.

The directive takes effect on 1 July 2011.