



For an Open Mind

UNIVERSAL TECHNOLOGY AND MANAGEMENT UNIVERSITY

UTAMU

**UTAMU SAFETY AND SECURITY POLICY,
2026.**

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Executive Summary

The Campus Safety and Security Policy establishes the institutional framework through which Universal Technology and Management University (UTAMU) safeguards the safety, security, and wellbeing of its students, staff, visitors, and institutional assets.

Universities operate as open academic environments that bring together diverse communities engaged in teaching, learning, research, and innovation. Ensuring a safe and secure environment is therefore essential to sustaining the University's academic mission and maintaining institutional credibility, regulatory compliance, and operational continuity.

This Policy provides the governance structure, operational procedures, and institutional responsibilities necessary for managing campus safety and security across UTAMU premises and activities. It establishes clear mechanisms for preventing security risks, responding to incidents, and coordinating emergency responses where necessary. In addition, the University recognises that fire incidents represent a significant institutional risk and therefore requires structured fire prevention, detection, evacuation procedures, and coordinated emergency response mechanisms.

The Policy addresses key areas including:

1. Security governance and institutional accountability
2. Physical security and access control
3. Protection of university buildings, property, and equipment
4. Identity and visitor management
5. Incident reporting and investigation
6. Emergency preparedness and disaster response
7. Fire prevention, fire safety preparedness, and emergency evacuation procedures
8. Security awareness and training
9. Coordination with national security and emergency agencies

The Policy establishes a clear governance hierarchy, with oversight provided by the University Council, strategic leadership by the Vice Chancellor, operational coordination by the University Secretary, and implementation through the University Security Unit.

Implementation of the Policy is supported by operational instruments including incident reporting procedures, visitor registration systems, emergency contact protocols, fire evacuation procedures, and a policy implementation matrix that assigns responsibilities and evidence requirements for effective execution.

Through this Policy, UTAMU affirms its commitment to responsible governance, institutional preparedness, and the creation of a secure academic environment that enables excellence in teaching, research, and innovation.

Policy Authority Statement

This Campus Safety and Security Policy is issued under the authority of the **University Council of Universal Technology and Management University (UTAMU)** in fulfillment of the Council's governance mandate to ensure the safe, orderly, and effective functioning of the University.

The Policy establishes the institutional framework through which UTAMU safeguards the security and wellbeing of students, staff, visitors, and institutional assets, while maintaining an academic environment conducive to teaching, learning, research, and community engagement.

All members of the University community, including students, staff, contractors, and visitors, shall comply with this Policy. Academic and Administrative units and responsible officers shall implement and enforce the Policy in accordance with their institutional responsibilities and applicable laws of Uganda

Preamble

Universal Technology and Management University (UTAMU) is committed to maintaining a safe, secure, and orderly environment that supports its core functions of teaching and learning, research and innovation, and community engagement.

Universities operate as open intellectual communities where diverse groups interact in pursuit of knowledge and innovation. Such openness requires deliberate institutional safeguards to ensure that academic accessibility is balanced with appropriate protections for people, facilities, and institutional resources.

Ensuring the safety of students, staff, visitors, and university property is therefore both an operational responsibility and a governance obligation of the University. Effective campus safety and security depend not only on physical protection measures but also on clearly defined institutional responsibilities, operational procedures, and shared accountability across the university community.

In addition to general security management, universities must also maintain preparedness for emergencies that may threaten life, property, or institutional continuity. Fire incidents represent one of the most significant risks in institutional environments, requiring structured prevention

measures, fire detection systems, emergency evacuation procedures, and coordinated response mechanisms.

This Policy therefore establishes the institutional framework through which UTAMU manages campus safety, security, and emergency preparedness across its campuses and operational environments. It sets out principles, responsibilities, and procedures for preventing security risks, responding to incidents, managing fire safety risks, and coordinating with relevant national authorities where necessary.

Through this Policy, UTAMU affirms its commitment to responsible governance, institutional preparedness, and the maintenance of a secure academic environment that supports the pursuit of knowledge, innovation, and community engagement.

Institutional Readiness Statement

Universal Technology and Management University recognises that institutional safety and security are essential components of institutional readiness. A well-governed university must anticipate potential risks and establish systems that enable timely prevention, coordinated response, and operational continuity. Through this Policy, UTAMU affirms its commitment to designing and maintaining safety and security structures that support the resilience of the University's academic and administrative functions. By integrating governance oversight, operational procedures, emergency preparedness mechanisms, and shared responsibility across the university community, the University ensures that safety and security are embedded as permanent institutional capabilities rather than reactive measures.

1. Introduction

1.1 Background

UTAMU was granted a Provisional License by the **National Council for Higher Education (NCHE)** on 11 March 2013 (License No. UIPL022), with its establishment published in the **Uganda Gazette Vol. CVI No. 14 of 22 March 2013 under Legal Notice No. 4 of 2013**.

The University operates within the core mandate of **teaching and learning, research and innovation, and community engagement**. Maintaining a safe and secure institutional environment is essential to safeguarding academic integrity, ensuring regulatory compliance, protecting institutional assets, and enabling effective delivery of the University's mandate.

This Policy is therefore aligned with the regulatory requirements of the **National Council for Higher Education (NCHE)** and UTAMU's institutional governance framework.

1.2 Vision

The Vision of UTAMU is A global educational institution of excellence in management, science, technology and innovation.

1.3 Mission

The mission of UTAMU is to provide global quality education, research and innovation critical

to economic and human development.

1.4 Core Values

The Core values of UTAMU are:

- a) **Professionalism:** making sure that staff and students conduct themselves with the highest ethical standards and taking responsibility for all their actions
- b) **Creativity:** committing to stimulating the culture of scientific and technological advancement, innovation and practical enrichment to UTAMU's stakeholders through a rich and flexible educational experience
- c) **Integrity:** adhering to ethical and moral principles in all the educational, research and innovation processes
- d) **Transparency:** seeking to provide accountability and value for money to UTAMU's stakeholders
- e) **Empowerment:** offering unsurpassed practical opportunities to UTAMU's stakeholders through industry-oriented collaborations, research engagements and incubation clusters in order to transform the educational environment
- f) **Community Engagement:** working with the community to solve the real-world problems as a focal point towards economic development.

2. Policy Purpose

The purpose of this Policy is to establish the governance framework through which Universal Technology and Management University (UTAMU) safeguards the safety, security, and wellbeing of its community while protecting institutional assets, infrastructure, and operations.

The Policy provides institutional direction for the prevention, detection, reporting, and management of security risks and incidents in order to maintain a secure academic environment that supports the University's teaching, learning, research, and community engagement mission.

Campus safety and security at UTAMU is therefore treated not merely as a protective function but as an essential component of institutional readiness, operational continuity, and responsible governance.

3. Scope

This Policy applies to students, academic and administrative staff, visitors, contractors, service providers, and members of the public accessing UTAMU premises.

The Policy applies to all campuses, facilities, offices, learning spaces, vehicles, infrastructure, equipment, and official university activities conducted within or outside UTAMU premises.

4. Definitions

1. **University Community:** All students, staff, contractors, visitors, and stakeholders participating in UTAMU activities or accessing UTAMU premises.
2. **Security Incident:** Any event that threatens the safety of individuals, university property, or institutional operations.
3. **Restricted Area:** Any space within UTAMU premises designated for controlled access.
4. **University Property:** All assets owned, leased, or controlled by UTAMU including infrastructure, equipment, vehicles, records, and institutional resources.
5. **Security Personnel:** Individuals formally designated by the University to provide security services.

5. Policy Objectives

Safeguard the safety and wellbeing of the university community.

1. Safeguard the safety and wellbeing of the university community.
2. Protect university property and infrastructure.
3. Prevent, detect, and respond to security threats.
4. Establish clear mechanisms for reporting and managing security incidents.
5. Promote shared responsibility for campus safety.
6. Strengthen institutional preparedness for emergencies.

6. Guiding Principles

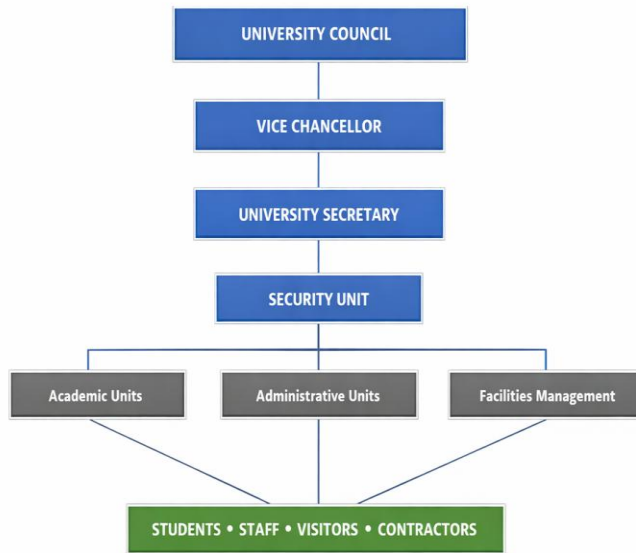
1. **Duty of Care:** UTAMU maintains responsibility to provide a safe learning and working environment.
2. **Prevention:** Security risks are managed proactively through prevention and awareness.
3. **Shared Responsibility:** Campus safety requires participation from all members of the university community.
4. **Accountability:** Clear governance structures ensure responsibility for security management.
5. **Institutional Readiness:** Security systems support the broader readiness and resilience of the University.

7. Security Governance Architecture

1. **University Council:** Provides oversight and institutional accountability for campus safety and security.
2. **Vice Chancellor:** Provides strategic leadership and ensures implementation of the policy.
3. **University Secretary:** Coordinates operational management of security services and safety procedures.
4. **Security Unit:** Implements monitoring, patrols, access control, and incident response.
5. **Academic and Administrative Units:** Ensure compliance and safeguard university assets.
6. **Students, Staff, Visitors and Contractors:** Comply with security requirements and report concerns.

Figure 1 illustrates the institutional governance structure through which campus safety and security responsibilities are exercised at UTAMU. Oversight is provided by the University Council, strategic leadership by the Vice Chancellor, operational coordination by the **University Secretary**, and implementation through the **University Secretariat** in collaboration with academic and administrative units across the University.

Figure 1: UTAMU Campus Safety and Security Governance Architecture



8. Physical Security and Access Control

UTAMU shall maintain appropriate physical security systems including security personnel deployment, controlled entry points, surveillance systems, security patrols, and restricted access controls.

Access to university premises and facilities shall be regulated through authorised procedures and restricted areas accessed only by authorised personnel.

9. Protection of Buildings, Property and Equipment

UTAMU shall protect infrastructure, equipment, and institutional assets through appropriate security measures. Members of the university community must exercise reasonable care in protecting university property.

Loss, theft, or damage to university property must be reported immediately.

10. Identity Cards, Visitors and Contractors

1. Students and staff may be required to carry official university identification.
2. Visitors must register at designated entry points and comply with access procedures.
3. Contractors and service providers shall observe UTAMU security requirements while working within university premises.

11. Incident Reporting and Investigation

All security incidents must be reported promptly to the University Security Unit. Incidents may include theft, assault, vandalism, suspicious behaviour, or security breaches.

The Security Unit shall maintain records of all incidents and may escalate serious cases to relevant national authorities. All reported incidents shall be documented in the **University Security Incident Register**, and appropriate corrective or preventive actions shall be taken where necessary.

12. Emergency Preparedness and Disaster Response

UTAMU shall maintain preparedness for emergencies including fire incidents, medical emergencies, natural disasters, and other security threats. The University may periodically conduct **emergency preparedness drills** to ensure readiness of staff and students in the event of an emergency. The University shall establish appropriate emergency preparedness measures including:

1. evacuation procedures
2. emergency communication systems
3. coordination arrangements with national emergency services
4. periodic emergency preparedness drills

Detailed fire safety and evacuation procedures are provided under **Annex 6: Fire Emergency Evacuation Procedure**.

13. Security Awareness and Training

The University shall promote security awareness through orientation programmes, awareness campaigns, emergency preparedness training, and periodic security briefings.

Security personnel shall receive appropriate professional training.

14. Liaison with External Security Agencies

UTAMU shall cooperate with relevant authorities including the Uganda Police Force, fire and emergency services, and other government agencies when managing security incidents.

15. Offences and Non-Compliance

Failure to comply with this Policy may result in disciplinary action under applicable staff or student regulations.

Violations may include unauthorised access, theft, vandalism, obstruction of security personnel, or failure to follow emergency procedures.

16. Fire Safety Policy

Purpose

The purpose of this section is to establish institutional measures for the prevention, detection, and response to fire incidents within the premises of Universal Technology and Management University (UTAMU).

The University recognises that fire incidents pose significant risks to life, property, and institutional operations. Effective fire safety management therefore requires proactive prevention measures, emergency preparedness, and clear response procedures.

Scope

This Fire Safety Policy applies to:

1. all university buildings and facilities
2. classrooms, offices, laboratories, and hostels where applicable
3. university equipment and electrical installations
4. all members of the university community including students, staff, visitors, and contractors.

Fire Prevention Measures

UTAMU shall implement appropriate fire prevention measures including:

1. installation and maintenance of fire extinguishers

2. installation of fire detection and alarm systems where necessary
3. safe electrical installations and regular inspection of electrical systems
4. prohibition of unsafe practices that may cause fire hazards
5. safe storage of flammable materials where applicable

Departments and units shall ensure that electrical equipment and appliances are used safely.

Fire Detection and Alarm Systems

The University shall maintain appropriate fire detection mechanisms including:

1. fire alarms
2. smoke detectors where applicable
3. emergency warning systems

Any individual who detects a fire or smoke hazard must immediately alert others and notify the University Security Unit.

Fire Emergency Response Procedures

In the event of a fire incident:

1. Individuals should activate the nearest fire alarm where available.
2. Occupants must evacuate the building immediately using designated evacuation routes.
3. Elevators should not be used during fire emergencies.
4. Security personnel shall coordinate evacuation and emergency response.
5. The Security Unit shall notify emergency services and University Management.

Fire Safety Equipment

The University shall ensure that appropriate fire safety equipment is available including:

1. fire extinguishers
2. fire alarm systems
3. emergency exits and evacuation signage

Fire safety equipment shall be inspected periodically to ensure functionality.

Fire Safety Training and Awareness

The University shall conduct periodic fire safety awareness and training programmes for staff and students.

Training may include:

- use of fire extinguishers
- emergency evacuation procedures
- fire risk awareness

Emergency evacuation drills will be conducted periodically.

Responsibility for Fire Safety

Responsibility for fire safety shall be shared as follows:

1. **University Management:** Provide resources and oversight for fire safety systems.
2. **University Secretary:** Coordinate implementation of fire safety measures.
3. **Security Unit:** Monitor fire safety preparedness and coordinate emergency response.
4. **Staff, Students, visitors and contractors:** Observe fire safety rules and report fire hazards immediately.

17. Monitoring and Review

The University Management shall monitor the implementation and effectiveness of this Policy. Periodic reviews shall be conducted to ensure that the Policy remains aligned with institutional needs, regulatory requirements, and emerging security risks.

The Policy shall normally be reviewed every **five (5) years**, or earlier where necessary.

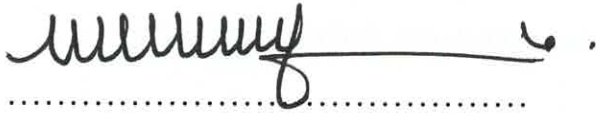
18. Related Policies

This Policy should be read together with UTAMU:

1. Data Protection and Privacy Policy
2. ICT Security Policy
3. Records Management Policy
4. Facilities Management Policy
5. Staff Code of Conduct
6. Student Regulations

Signed on this 27th.....day of.....March..... 2026

By:


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Chairperson, University Council


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Vice Chancellor

19. Annexes

Annex 1: Security Incident Reporting Form

*Date of Incident | Time | Location | Description | Persons Involved | Action Taken | Reported By
| Security Officer*

Annex 2: Visitor Registration Log

Date | Visitor Name | ID Number | Person Visiting | Department | Time In | Time Out | Signature

Annex 3: Emergency Contact Directory

*UTAMU Security Office | Uganda Police | Fire Emergency | Ambulance | University
Administration*

Annex 4: Policy Implementation Matrix

Policy Section	Responsible Office	Key Implementation Actions	Evidence / Documentation
Policy Governance	University Council	Approve policy and provide oversight for institutional safety and security	Council minutes, policy approval resolution
Institutional Leadership	Vice Chancellor	Ensure implementation of campus safety and security policy across the University	Administrative circulars, implementation directives
Policy Coordination	University Secretary	Coordinate implementation of security procedures and supervision of security operations	Administrative reports, operational plans
Security Operations	Security Unit	Implement patrols, access control, incident monitoring and response	Security logs, patrol reports, incident registers
Physical Security	Security Unit / Facilities Management	Maintain access control, surveillance systems and building security	Security audit reports, CCTV records
Property Protection	Departments / Facilities Management	Safeguard equipment, infrastructure and institutional assets	Asset registers, incident reports
Identity and Access Control	Security Unit / Registry / HR	Implement ID systems and visitor registration procedures	ID issuance records, visitor logs
Incident Reporting	Security Unit	Maintain security incident reporting system and documentation	Incident reporting register
Incident Investigation	Security Unit / Administration	Investigate security incidents and escalate serious cases	Investigation reports
Emergency Preparedness	Administration / Security Unit	Establish evacuation procedures and emergency coordination	Emergency response plans, drill records
Security Awareness	HR Office / Administration	Conduct security awareness and training programmes	Training records, attendance registers
External Coordination	Administration /	Coordinate with police and emergency	Incident coordination records

	Security Unit	services when required	
Policy Compliance	HR Office / Student Affairs	Enforce disciplinary procedures for security violations	Disciplinary records
Monitoring	University Management	Monitor policy implementation and institutional safety performance	Monitoring reports
Policy Review	University Council / Management	Review policy every five years or as required	Policy review report

Annex 5: Campus Security Risk Classification and Response Framework

1. Purpose

This framework establishes a structured approach for **classifying campus security incidents according to risk severity and determining the appropriate institutional response.**

The classification system enables UTAMU to:

1. respond proportionately to security incidents
2. ensure timely escalation of serious risks
3. improve coordination between administrative units and external emergency agencies
4. maintain accurate records for institutional monitoring and review.

2. Security Risk Classification Levels

Risk Level	Description	Examples	Immediate Response	Responsible Authority
Level 1: Low Risk	Minor incidents with limited impact on individuals or university property	Lost items, minor disturbances, unauthorised access without harm	Security Unit records incident and resolves locally	Security Unit
Level 2: Moderate Risk	Incidents that may disrupt operations or involve property damage or safety concerns	Theft, vandalism, suspicious activity, threats	Security Unit responds, reports to Administration and documents incident	Security Unit / University Secretary
Level 3: High Risk	Serious incidents posing significant threat to safety, infrastructure, or institutional operations	Violence, major theft, fire, medical emergencies, security breach	Immediate emergency response, notify Administration and external authorities	Vice Chancellor / University Management / Security Unit
Level 4: Critical Risk	Major emergencies threatening life, property, or institutional continuity	Terror threats, major disasters, campus-wide emergency	Activate emergency response procedures and coordinate with national authorities	University Emergency Response Team/ University Council/ Board of Directors

3. Incident Escalation Protocol

Security incidents shall be escalated according to the following principles:

Level 1

Handled by **Security Unit** with incident documentation.

Level 2

Reported to **Director of Administration** and recorded in the Security Incident Register.

Level 3

Escalated to **Vice Chancellor and relevant emergency services**.

Level 4

Immediate activation of **University Emergency Response Procedures** and coordination with national authorities.

4. Documentation and Reporting

All security incidents shall be documented through the **Security Incident Reporting Form (Annex 1)** and recorded in the University Security Incident Register.

Where necessary, incident reports shall be submitted to:

- University Administration
- relevant disciplinary authorities
- external security agencies

5. Monitoring and Review

The University Administration shall periodically review incident data in order to:

- identify emerging security risks
- improve security procedures
- strengthen institutional preparedness

Annex 6: Fire Emergency Evacuation Procedure

1. Purpose

This Annex establishes the procedures to be followed in the event of a fire emergency within the premises of Universal Technology and Management University (UTAMU).

The purpose of the Fire Emergency Evacuation Procedure is to:

1. protect life and prevent injury
2. ensure orderly evacuation of university facilities
3. minimize damage to university property
4. enable coordinated emergency response by university authorities and national emergency services

2. Scope

This procedure applies to:

1. all UTAMU campuses and buildings
2. all staff, students, visitors, and contractors present on university premises
3. all university facilities including offices, lecture rooms, laboratories, libraries, and common areas

3. Fire Detection and Initial Response

Any individual who detects a fire, smoke, or strong burning smell shall immediately:

1. Raise the alarm by notifying people in the immediate area.
2. Activate the nearest fire alarm where available.
3. Notify the University Security Unit.
4. If trained and it is safe to do so, use a nearby fire extinguisher to control a small fire.

Individuals should **not attempt to fight large fires** and must prioritise evacuation.

4. Evacuation Procedures

Upon activation of a fire alarm or confirmation of a fire emergency:

1. All occupants must immediately stop activities and prepare to evacuate.
2. Evacuation shall be conducted through the **nearest designated emergency exit**.
3. Occupants shall follow clearly marked **emergency exit routes**.
4. Elevators must **not be used during fire emergencies**.
5. Occupants shall move calmly and quickly to designated **assembly points** outside the building.
6. Individuals shall assist persons with disabilities or mobility challenges where possible.

No person shall re-enter a building until authorised by the Security Unit or emergency services.

5. Assembly Points

Designated emergency assembly points shall be identified for each university building.

At assembly points:

1. occupants shall remain together
2. supervisors or designated officers shall confirm attendance where applicable
3. emergency responders shall be able to access the building without obstruction

Assembly points shall be located at a **safe distance from buildings and emergency access routes**.

6. Responsibilities

- **University Management:** Provide resources for fire safety systems and emergency preparedness.
- **University Secretary:** Coordinate institutional fire safety preparedness and emergency planning.
- **Security Unit**
 1. Respond to fire incidents.
 2. Coordinate evacuation procedures.

3. Notify emergency services where necessary.
4. Maintain records of fire incidents.
- **Facilities Management:** Ensure maintenance of fire safety equipment including fire extinguishers and alarms.
- **Staff, Students, Visitors and Contractors**
 1. Comply with evacuation procedures.
 2. Report fire hazards immediately.
 3. Participate in emergency preparedness training and drills.

7. Fire Safety Equipment

UTAMU shall maintain appropriate fire safety equipment including:

1. fire extinguishers
2. fire alarms
3. emergency exit signage
4. evacuation route maps

Fire safety equipment shall be **regularly inspected and maintained** to ensure operational readiness.

8. Fire Drills and Preparedness

The University shall conduct periodic **fire evacuation drills** to ensure preparedness of staff and students.

Fire drills shall aim to:

1. familiarize occupants with evacuation routes
2. test emergency communication procedures
3. improve institutional readiness for emergency response

Records of fire drills shall be maintained by the University Management.

9. Incident Documentation

All fire incidents, whether minor or major, shall be documented using the **Security Incident Reporting Form (Annex 1)** and recorded in the University Security Incident Register.

Incident reports shall include:

1. location of the incident
2. cause where known
3. response actions taken
4. recommendations for preventing future incidents

10. Monitoring and Review

The University Administration shall periodically review fire incident reports and emergency preparedness procedures in order to:

1. identify fire safety risks
2. strengthen preventive measures
3. improve evacuation procedures

Findings may inform updates to the University's Safety and Security Policy.

