Exhibit A

POST ORDERS

**Location:**

UTHSC – Houston

1885 El Paseo

Houston, Texas 77054

**Emergency Contacts (Call in order……1,2,3)**

*1. UT Police 713-792-2890*

*2. Leasing Office 713-500-8444*

## Purpose

These instructions are provided to serve as a guide to security officers assigned to this post. The primary function of security is the deterrence of criminal acts against the property, tenants and visitors to the property, and vehicles while on property. Secondly, guards are responsible for notifying and directing emergency forces as needed for quick response. In general, security officers serve as the “eyes and ears” of property management through observation and reporting. These instructions direct all security functions on the property, and any questions related to the post orders should be referred to your supervisor.

# **Coverage**

Provide security coverage to this location twenty-four (24) hours per day, seven (7) days per week. Officers should not leave this post unmanned for any reason. In the event that scheduled relief does not arrive, officers should notify management immediately and await instructions. It is strongly recommended that all officers report for duty 10 minutes early to consult with the officer on duty regarding any unusual activities or special instructions from building management.

### EMERGENCY PROCEDURES

## Fire Control

***1885 El Paseo***

Fire detection equipment consists of pull stations located on each floor, the main fire alarm control panel located within the leasing office, one annunciator panel located in the Guardhouse, and smoke detectors throughout the buildings. In addition, fire fighting equipment is located throughout the building and consists of: fire extinguishers and sprinkler systems. Officers should be familiar with the location of the ‘knox’ box containing master keys to all buildings.

The fire alarm panel is monitored by UT Police, phone number is 713-792-2890.

In the event of a fire alarm, several automatic responses will occur simultaneously:

1. The smoke detector will sound in the apartment of origin.
2. The fire panels will sound in the Guardhouse and in the Leasing Office. The apartment number will be displayed on both fire panels.
3. An automatic signal will be sent to the UTPD, who will notify the Fire Department.

Should the guard in the Guardhouse see smoke, or is informed of a fire at 1885 El Paseo he should:

1. Call 911 and report the fire.
2. Call the UTPD dispatch at 713-792-2890.

Security officers should wait for UTPD and the fire department to arrive and direct them to the main fire alarm control panel within the Leasing Office. Follow all instructions given by UTPD and/or the Fire Department, but **DO NOT ASSIST THE FIRE DEPARTMENT IN FIGHTING THE FIRE.** Stay out of the way of the Fire Department unless given instructions or called upon to provide information.

In the event of a fire alarm, **DO NOT RESET THE PANEL FOR ANY REASON.** This task will be completed by either UTPD, EH&S, or the Fire Department upon their arrival.

***7900 Cambridge***

Fire detection equipment consists of battery operated smoke detectors and pull stations. Smoke detectors are located within each individual apartment. Fire alarm pull stations are located by stairwells on each apartment building. The smoke detectors do not automatically notify UTPD, however the pull stations automatically notify UTPD. There are four (4) fire hydrants located on the Cambridge property.

Should the guard in the Guardhouse see smoke or be informed of a fire at the Cambridge property, he should:

1. Call 911 and report the fire.
2. Call the UTPD dispatch at ***713-792-2890***.

Security officers should wait for UTPD and the fire department to arrive and direct them to the location of the fire.

At the earliest opportunity, notify property management and security management.

## Medical Emergencies

1. The Fire Department or EMS may be called to the property by a resident. Upon their arrival you should find out where they are going and raise the gate and direct them to the appropriate location.
2. Contact the UT Police Dispatch at 713-792-2890 and inform them that the Fire Department or EMS is on the property and the apartment # they went to. The UT Police Dispatcher will dispatch an officer to that location.
3. Complete an entry on your Daily Activity Report.

## *Elevator Entrapments*

There are two (2) elevators located at the El Paseo property. Each elevator is equipped with a telephone inside which will provide the occupants direct contact with the UT Police Dispatcher.

### ACCESS

## Access Control

1. All visitors are required to register with the guard in the Guardhouse. Potential tenants are restricted to faculty, staff, and students of the UTMD Anderson Cancer Center, the UTHSC-Houston and the Baylor College of Medicine. Allow no one who is not affiliated with one of these institutions access without calling the Leasing Office.
2. Visitors must sign in and provide the apartment number and name of the resident they wish to visit at all times. ***Between the hours of 9 p.m. and 7 a.m., the guard will contact the resident for approval before allowing the visitor to enter the complex.*** If the guard cannot make contact with the resident between the hours of 9 p.m. and 7 a.m., the officer shall take the following action:
* If the phone number listed in the file is called, but no one answers, then the visitor will be denied entry.
* It is the responsibility of the residents of University Housing to contact the guardhouse should they be expecting a visitor and do not have a local contact number on file. The guard should log-in these calls and respond accordingly when said guests arrive. Since the phone at the Guardhouse is used for these types of business related calls, the guards should minimize their use of this phone for personal calls.
* The guard will also follow special visitation requests from the resident as approved by the Leasing Office.
* “No admittance” requests will be generated on a case- by- case basis and approved by the Leasing Office after consultation with UTPD. These requests overrule the above screening procedures.
1. When signing in a visitor, the guard will obtain the visitor’s name, (verification by driver’s license or Institutional id.), vehicle make, color, and license plate number. This information will be recorded on the Entrance Log Report. The visitor will then be allowed access. If the resident is in a friend's car without a tag, the resident should be prepared to produce a key for an apartment at University Housing, a pictured badge from UT, Baylor or MD Anderson that the guard can use to check against the resident log, or a driver's license.  If the guard knows the resident and can verify that they live here by sight, then this would be unnecessary.
2. All delivery personnel or outside agencies (outside of those recurring marked professional couriers, i.e. DHL, Federal Express, UPS, UT Mail Services, etc. ) will be processed the same as visitors with one exception. The guard will contact either the Leasing Officer or tenant for approval.
3. Wrecker drivers are not allowed access unless specifically authorized by a resident, the Leasing Office or escorted by UTPD.
4. When visitors or vendors are expected, and the resident is not home, the guard must be notified in writing by the resident. The guard will direct the individual to the Leasing Office.
5. The tags used to gain admittance to University Housing are color coded:
	* Green Tags are for (Phase I) Cambridge Residents
	* Red Tags are for (Phase II) El Paseo Residents
	* Orange Tags are for (Phase III) El Paseo Residents
	* Blue Tags are for the Child Development Center (CDC operating hours are M-F 6 a.m. – 6 p.m.) *These individuals should only be allowed admittance during the CDC’s operating hours.*
6. Any person claiming to be a resident that does not have a parking tag will have to provide pertinent information to be verified and logged before access is allowed.
7. To report any suspicious person or criminal activity call the UTPD dispatch at the 713-792-2890. The dispatch number should also be contacted for persons locked out of their apartments or reports of loud music.
8. All Entrance Log Reports should be filed with the Leasing Office on a weekly basis.
9. Anyone using the Commons room located at the El Paseo property for a function will be given a form by the Leasing Office verifying approved usage and the date of the event. Any instructions for admittance of guests for these types of functions should be presented to the guard with a copy of this form.
10. The *“Exit Only”* gate located at 7900 Cambridge will become non-operational from 10:00 pm to 5:00 am every day. This will be an automatic process and the only exit during this time will be the Guardhouse exit located on El Paseo.
11. The *“Exit Only”* gate located on Knight Rd. will become non-operational from 10:00 pm to 5:00 am every day. This will be an automatic process and the only exit during this time will be the Guardhouse exit located on El Paseo.
12. The *“Resident Only”* entrance lane located on El Paseo will be closed daily between the hours of 12:00 am and 5:00 am. Every individual, whether resident or visitor, will be required to use the visitor entrance lane and will be signed in by the guard during these hours.
13. A gate arm on the exit side of the Guardhouse at El Paseo will be lowered between the hours of 12:00 am. and 5:00 am. Each car exiting the property between these hours will be let out by the Officer. The Officer should pay close attention to vehicles exiting for suspicious activity and report it to UTPD immediately.