

FIRST CHAPTER

Basic principles

Article 1. – The following regulations have the objective to set, propose and adapt the prevention, security and civil protection measures as well as the patrimonial shelter of ITESM facilities both Campus Toluca and Preparatoria Metepec.

Article 2. – The following regulations are mandatory observances to students and working personnel of the Institute, as well as visitors, contractors, and suppliers, being complementary to the regulations and institutional arrangements and also of the legal arrangements on the field of State security.

Article 3. – The Institution encourages values and academic excellence; however, it is important for every member of the TEC community to share the responsibility to reach a safe environment.

SECOND CHAPTER

Access to facilities

Article 4. – Any person who enters the facilities must validate their access by presenting the respective identification.

Students and institutional personnel must carry and show the current institutional credential to the security personal.

For visitors, suppliers and contractors, it will be mandatory to provide the security personnel an official identification in order to register their access, with previous verification of their presence reasons.

By the time of leaving the facilities, ITESM reserves the right to make revisions to individuals and/or vehicles through security personnel.

Article 5. – The hours to access the facilities are:

Students and employees; from Monday to Friday the access will be from 6:00 h to 21:00 h, on Saturdays from 6:00 h to 14:00 h (with exception of the days with extended schedule), on Sundays and public holidays the access will be only with the authorization of the area Director of work and from 8:00 h to 20:00 h.

For visitors, suppliers and contractors, the hours to access will be from 8:00 h to 18:00 h except for the meals schedule of the general warehouse, purchasing department, physical plant and other service areas they could attend.

Access for suppliers and contractors out of office hours will have to be previously requested to the security area by the specific department who may require their services.

In order to be able to access to the facilities during vacations or non-working days as well as extended schedules, it is necessary to send an email to the security department (seguridad.tol@itesm.mx) from their institutional mail account with a copy to their department or area director.

Article 6. – Access prohibitions:

No person will be allowed to access the facilities under the effects of alcohol and/or toxic substances.

It is not allowed the access of armed persons, it will be only allowed to uniformed authorities who had been requested; escorts will only enter to drop their companion and will have to leave the facilities.

Giving away, lending or exchanging the institutional credential will be sanctioned according to the RGA (General Students Regulations) and in case there's involvement of external people to the campus the entry will be forbidden.

Article 7. – The security personnel will proceed to retire from the ITESM facilities, the visitor who is caught:

- Performing acts of commerce without authorization.
- Wandering around without justification.
- In an aggressive attitude to an ITESM member.
- Not wearing their badge.
- Not dealing with their personal matters.
- Performing activities different to what they initially said when accessing the facilities.
- Carrying any harmful weapons.
- Infringing any rule or institutional disposition.

THIRD CHAPTER

Parking area

Article 8. – The information relative to the access and use of the parking lot can be found on the respective parking lot regulations, some points contained are:

- I. Places for disadvantaged people can be occupied with a previous evaluation emitted by the campus's doctor who will send a record indicating



the period in which the place is needed, this record must be delivered to the security department.

- II.** The ITESM is not responsible for total or partial theft, loss or damage to the car inside or outside the facilities.
- III.** Obligations of drivers of vehicles are applicable both inside the parking lot and on the access roads to the campus:
 - I.** To access the parking lot, vehicles must have registered its plates, carry a valid badge, driver must show their valid institutional identification or register themselves as visitors.
 - II.** To show their identification as student or institution personnel when requested by security personnel.
 - III.** To drive politely.
 - IV.** Maximum speed allowed inside the parking lot is 10 km per hour.
 - V.** Maximum speed allowed on the access roads to Campus Toluca on Av. Reyes Heróles and Eduardo Monroy Cárdenas is 60 km per hour and in San Antonio Buenavista is 40 km per hour.
 - VI.** Maximum speed allowed on the access roads to Sede Metepec on Av. Solidaridad Las Torres is 60 km per hour and in Morelos St. is 40 km per hour.
 - VII.** In the case of automated rails, a minimum distance of six meters must be maintained between each car for the system to operate in optimum conditions since only one vehicle can be entered for each barrier when lifted, any damage will be responsibility of the user.
 - VIII.** ITESM reserves the right to inspect decks and interiors of vehicles that are within the facilities through security personnel, all of these must be done in presence of the vehicle's owner.
- IV.** The prohibitions for vehicle drivers using the parking areas are:
 - I.** To drive while physic and mental conditions are altered.
 - II.** To exceed the maximum limit speed inside the parking areas and the access roads.
 - III.** To park in reverse on parking spaces with a 45° inclination, in this case the car defense should aim towards the sidewalk.
 - IV.** To drive in the opposite direction of the circulation as well as in reverse, with exception of instances of entry or exit from parking spaces and when the space where circulating is not bigger than the vehicle's length.
 - V.** To park in the parking areas specified for disadvantaged people without justification, double row (on the second lane), on pedestrian areas, in the esplanade, in green areas, authorized cargo areas, to invade specified lines in curves or carriage returns and in zones where is a forbidding park sign.



- VI. To use high-volume sound equipment and the misuse of the horn to make annoying or offensive noises.
- VII. To make any kind of competitions with the vehicles.
- VIII. To stay inside the vehicle once parked, this to avoid getting involved on abnormal situations that may happen on the parking area.
- IX. To transport people outside the vehicle or in a not specific passenger place.
- X. To drive with the vehicle doors open.
- XI. In automated rails only one vehicle can be entered for each barrier when lifted, any damage will be responsibility of the user.
- XII. Companions, chauffeurs, escorts or similar cannot remain inside the facilities, they will only enter to drop their companion and will have to leave the facilities, waiting in the street if necessary.

FOURTH CHAPTER

Civil protection measures

Article 9.— All students, executive, academic, administrative personnel, visitors, suppliers, contractors, are required to accomplish the internal provisions, as well as those establishing the legislation on civil protection, and should therefore take into account the following:

- I. All evacuation routes, security zones and meeting points must be known.
- II. All lecturers teaching classes will be part of the evacuation brigade in case of simulations or emergencies.
- III. To participate in training, prevention, simulation activities or in any other activity established by the Internal Civil Protection or the Human Resources Department.
- IV. To communicate to a superior and the security department any event or situation that put or may put at risk their safety, health, environment or facilities of the ITESM.
- V. Immediately report to the medical service or the security department the occurrence of any accident.

Fire prevention

Article 10. — To reduce the risk of fire, each employee of the academic, administrative or operational area will do the following actions:

- I. Keep the work area clean, tidy and if possible free of combustible materials and flammable liquids.



- II. Doors, access to roads and stairs must not be obstructed with objects that can difficult free movement of people.
- III. Notify the Physical Plant Department about any electrical equipment failure.
- IV. There must be a trained person in the use of fire extinguishers as well as the fundamental principles of first aid.
- V. In case of an electrical equipment fire, the electrical flow will be disconnected.
- VI. Do not use water or fire extinguishers if electric power has not been cut off.

Protocol in case of fire

Article 11. — Any worker of the Institute who detects a fire shall proceed as follows:

- I. Give the internal and external alarm.
- II. Communicate to the security department.
- III. Follow directions of the trained persons.
- IV. Evacuate the area in an orderly manner to the nearest exit door.

Article 12. —The office personnel shall know and practice the following rules:

- I. Lift the objects off the ground.
- II. Report any unsafe conditions that exist in your office.
- III. Not to make any electrical connection, communicate to the maintenance area.
- IV. When finishing daily tasks, turn off and disconnect the machines, equipment and all that works with electric power.
- V. Not to store food at desks.

FIFTH CHAPTER

Use of facilities and equipment movement

Article 13. — It is forbidden to install inside the facilities: sales stalls, promotional items, ware offers, goods or services, among others; without a written authorization by administrative authorities.

Article 14. — In case some damage is caused to the installations, equipment or material due to negligence or misuse, the responsible will assume the responsibility to compensate for the damage.

Article 15. —Users who have in their custody equipment or material will be responsible for establishing the systems or accessories necessities for its

protection, for example, laptop locks, drawers in desks with key, additional locks, etc.

Article 16. — Any person who wishes to enter the ITESM with equipment of his own (television, computer, video cassette recorder, camera, printer, etc.) must register it with the security personnel.

Article 17. — All assets of the Institution, such as equipment, furniture, tools, etc. that leaves the facilities must have an exit order, authorized by the area manager.

Tecnológico de Monterrey, Campus Toluca

Support Services Direction

Department of Safety and Physical Plant

Access and Use of the Parking Areas Regulation



Chapter I.

Generalities

Article I: The objective of these regulations is to establish the Access and car use rules of ITESM Campus Toluca and Metepec, its observance is mandatory for students, school staff, visitors, traders, suppliers and contractors. These regulations are complementary to the provisions in the field of public safety and roads, in addition to regulations and institutional provisions.

Chapter 2

Campus Access

Article 2: Anyone who enters the campus must validate their access by presenting the corresponding identification:

- I. According to the Article 5 of the RGA, students must carry their student ID and show it to the security staff.
- II. School employees must carry their credentials visible while on campus.
- III. In the case of visitors, traders, suppliers and contractors, it's mandatory to specify the reason of their presence, and they must provide identification for their registration.
- IV. Upon leaving the campus, ITESM Campus Toluca reserves the right to make revisions to the persons and / or vehicles, through security personnel.

Article 3: The hours to access the facilities are:

- I. From Monday to Friday the access will be from 6:00 a.m. to 9:00 p.m.,
- II. On Saturdays from 7:00 a.m. to 2:00 p.m. (except for days with extended hours), on Sundays and public holidays, access to the facilities will be with the authorization of the Safety Director and Physical Plant Department, and it has to be requested by the director of the area where they work and from 8 a.m. to 8 p.m.
- III. Visitors, suppliers and contractors, the opening hours will be from 8:00 a.m. to 6:00 p.m. except for the general store's meal times, purchasing department, physical plant and other areas of service to which they come.
- IV. For visitors, suppliers and contractors there is a properly identified parking area.
- V. Access for suppliers and contractors out of office hours will have to be previously requested to the security area by the department or person that requires their services.
- VI. In order to be able to enter the facilities during vacation or non-working days, as well as during extraordinary hours, it is necessary to send an email to the security department, (seguridad.tol@itesm.mx), from your institutional mail account, with copy to the department or division director to whom you belong.

Article 4: Prohibitions for access:

- I. No person shall be allowed to access under the effects of alcohol or toxic substances.
- II. The access of armed people is not allowed, only the uniformed authorities that may have been requested could enter, in case of escorts they can only enter to leave their companion and will have to leave the



campus. In the case of federal authorities, the Institute reserves the right to establish particular policies.

- III. To lend or exchange the institutional credential, will be sanctioned according to the RGA and if people outside the campus are involved, they will be denied access to the campus.

Article 5: The visitor access will be denied if he / she are surprised:

- Performing acts of commerce without authorization.
- Wandering around without justification.
- In an aggressive attitude to an ITESM member.
- Not wearing their badge.
- Not dealing with their personal matters.
- Performing activities different to what they initially said when accessing the facilities.
- Carrying any harmful weapons.

Chapter III

PARKING ACCESS

Article 6: To regulate the transit within the parking areas there are some signals that drivers and pedestrians must respect.

Article 7: The places for the disadvantaged people are occupied prior evaluation of the doctor of the Campus who will issue a record indicating the period in which it is needed, which must be delivered to the safety department.

Article 8: The parking area located in the general warehouse is exclusive for visitors and suppliers, as well as public service cars that have the authorization of the Security and Physical Plant, which means that students must not make use of this space.

Article 9: The Institute is not responsible for total or partial theft, losses or damages caused by automobiles within or outside the campus.

Article 10: The obligations of vehicle drivers are applicable both in the parking areas and on the access roads to the campus:

- I. To access the parking lot, vehicles must have registered its plates, carry a valid badge, driver must show their valid institutional identification or register themselves as visitors.
- II. Show your identification as students or employees of the Institute, when security personnel request it.



- III. Be polite when driving, giving priority to pedestrians.
- IV. The maximum speed allowed within the parking lots is 10 kilometers per hour.
- V. The maximum speed allowed in the access roads to the Toluca Campus by Avenida Reyes Heróles and Eduardo Monroy Cárdenas is 60 km per hour and from San Antonio Buenavista is 40 km per hour.
- VI. The maximum speed allowed in the access roads to the Metepec Headquarters by the Avenida Solidaridad Las Torres is 60 Km per hour and the street of Morelos is 40 km per hour.
- VII. In the case of automated lanes you must keep a minimum distance of six meters between car and car so that the system operates in optimum conditions since only one vehicle can enter each time the vehicle is lifted barrier, any damage for breach of this rule, will be the responsibility of the user.
- VIII. The Institute reserves the right to inspect trunks and interiors of vehicles that intend to enter, exit in the presence of the owner of the vehicle.

Article 11: The prohibitions for vehicle drivers using the parking areas are:

- I. To drive while your physical and mental conditions are altered.
- II. To exceed the limit of maximum speed inside the parking areas and the access roads.
- III. Parking in reverse on parking spaces with an inclination of 45°, in this case the car defence should aim towards the sidewalk.
- IV. To move in the opposite direction of the circulation, with exception of cases of entry or exit of the parking spaces and while the space which is circulated is not larger than the length of the car.
- V. To park in the parking areas specified for disadvantaged people, without justification, to park in double row (on the second lane), on the pedestrian areas, in the esplanade, green areas, authorized areas for cargo areas, to invade the specified lines, for not respecting the signals.
- VI. The use of loud sound equipment, the misuse of the horn.
- VII. To participate in competitions of any type with your vehicle.
- VIII. Stay in the vehicle once parked this to avoid getting involved in abnormal situations that could be presented inside the parking area.
- IX. Transport people outside the vehicle or in place not specified for passengers.
- X. Driving deliberately carrying the vehicle doors open.
- XI. On automated lanes, only one vehicle can enter for each occasion that the barrier is lifted, any damage caused by not complying with this rule the user will be responsible.
- XII. Accompanying persons, chauffeurs, escorts or similar, cannot remain inside the campus, they can enter to leave their companion and then leave the parking lot, waiting if necessary in the street.

Article 12: The infringement of this regulation, will give place to a sanction, according to the next table:

Fault	Visitors	Cost
To park at prohibit areas, including suppliers parking, without justification.	Removal of the plate or immobilization or the vehicle.	\$50.00
To exceed the speed limits at the parking areas and at the road access.	First infringement: Removal of the plate or immobilization or the vehicle and the sanction payment. Second infringement: Notice to the PACE Office.	\$50.00
To cause an accident or jeopardize your own integrity or the others integrity.	Notice to the PACE Office and the prohibition of access to the parking area.	
To conduit low in influence of alcohol and drugs.	Notice to the PACE Office and the prohibition of access to the parking area.	
Misused of badges or credentials.	Notice to the PACE Office and the prohibition of access to the parking area.	

Article 13: Ignorance of this regulation as well as traffic, does not exempt from liability to avoid Corresponding sanctions.

Chapter4

Article 14: Safety recommendations applicable in your daily life

- Avoid parking your car in dark areas.
- When leaving the campus at night, try to leave accompanied by other vehicles.

- Check that the keys are not left inside your vehicle and be sure to lock it securely and with alarm or cane.
- When you get into your car, take the keys to open the door, watch and climb quickly.
- Put the latches on and keep the windows closed.
- When the traffic light is red, stay alert and ready to move. On slow-moving roads, keep your windows closed and constantly check if someone is approaching.
- Do not leave the keys to your home or office in the vehicle.
- Do not leave documents with the address of your home, office or business.
- Install alarm systems in your vehicle.
- Do not leave your bag, briefcase or laptop at sight.
- Do not oppose an armed robbery; your life is more valuable.
- Do not hit the car in front of you so you can manoeuvre.
- When leaving reverse take great care not to cause an accident, do not rely on 100% of the rear view mirror.
- Make sure the lights are off.
- Use the seat belt.

Any situation not contemplated in the present, will be taken to the Security and Physical Plant Directorate for its resolution. ITESM Campus Toluca Support Services Address Security Directorate.