

## **SECTION VIII - ACCESS TO CLASSROOMS, OFFICES, AUDITORIUMS, ETC.**

### **A. Scheduled Access**

The Registrar's Office issues a weekly report to Custodial Services and the Police Staff which delineates times to open and secure general use areas on campus. Custodial staff are responsible for opening general use classrooms and specific conference rooms and auditoriums prior to 8:00 a.m. and Police staff are responsible for securing the same after 10:00 p.m., Monday through Friday excluding holidays. Exceptions to the above and access and securing requirements for weekends and holidays are noted on the Registrar's Office report. Custodial staff both open and secure areas on weekends and holidays up to 3:00 p.m. The Police staff are responsible for securing areas after 3:30 p.m. on weekends and holidays.

### **B. Unscheduled Access**

When unscheduled access to a facility is needed, the person desiring that a door be opened should call the Campus Police, extension 4357 or 4358. When the police officer arrives, the person requesting entrance must exhibit proper identification and inform the officer why entrance is needed in order for the legitimacy of the request to be evaluated. Since such a request will be unexpected, there may be some delay occasionally in the police officer's arrival due to emergency police matters.

The police officer will prepare a report, to be filed in the police office, containing the following information: name of the person desiring access, address, name of supervisor, name of department or division, time and date of access, and any other pertinent information. Since a custodian has no way of knowing who may be currently or temporarily authorized to have access to any given area at any given time, even if he knows the person requesting access, the custodian will not open a door for anyone without specific direction from the Custodian Supervisor.

### **C. Emergency Situations**

In an emergency; i.e. fire, flood, or danger to personnel or property, appropriate action will be taken promptly on any persons own initiative. Otherwise, refer to "Emergency Sections" in the Policy and Procedure Manual Sections "Emergency", 516, and 530.