

After Hours Access to Campus Buildings

Policy Title:	After Hours Access to Campus Buildings
Tracking #:	PRC 09/10-01
Issued By:	Department of Safety and Security Services
Responsible Office:	Finance Office
Responsible Officer:	Senior Vice President & Chief Financial Officer
Effective:	September 15, 2018
Last Revised:	September 15, 2018
Next Scheduled Review:	September 15, 2021

Policy Statement

No person shall enter or remain in any University owned or leased building when that particular building is closed. Exceptions are permitted only in the case of an emergency or if access to University buildings has been scheduled in advance, provided the appropriate notifications have been made as outlined in the guidelines below.

Purpose

This policy provides guidance regarding the practices related to building access on campus during times when Urbana University is closed. This policy is intended to assist with the reasonable safety and security of all persons entering campus buildings to engage in University business after regular business hours.

Scope

This policy applies to all persons affiliated with the University, including outside vendors and contractors.

Definitions

- **Employee:** Any faculty or staff member conducting official business on behalf of the University
- **Student:** a person formally enrolled in a course of study at Urbana University
- **Emergency After Hours:**
 - Work that is unplanned and necessitated by an unforeseen set of circumstances that require access to the infrastructure or facility and immediate response by the University.
 - An employee's personal health and welfare issue that requires the individual to enter a campus building when the University is closed. (E.g. medication left in office, personal items needed immediately, etc.)
- **Scheduled work after hours or when the University is closed:** Due to the nature of duties being completed, the employee must work during hours the business unit would not normally be operational or staffed and/or the work can only be completed when the University is closed. The work is

After Hours Access to Campus Buildings

planned for and scheduled in advance in order for the University to address the safety and security of those employees working.

- **Holiday:** Any officially recognized day the University has decided to close. Typical holidays are Christmas Eve, Christmas Day, New Year's Day, Thanksgiving Day, Independence Day, Labor Day, Memorial Day and Martin Luther King Jr. Day.
- **University Closed:** The period of time when no security officer is scheduled on campus, including all University recognized holidays, times the University is closed as outlined on the campus during periods of inclement weather or other regional emergencies and building schedules and where University officials may modify normally scheduled hours.
- **Building Access after Normal Building Hours:** The period of time when a building or business unit is not normally operational but a campus security officer is scheduled on campus.

Policy Details

Employee Access to University Property

Urbana University hours of operation have been established to meet and fulfill the mission of the University. Building hours are posted on the University's website. Hours vary by location and building to meet the needs of the University. To ensure the safety and security of its employees, the University is committed to providing appropriate security measures during its normal hours of business.

Any employee who desires to access University property during normal hours of operation, but in hours when the building or business unit is not normally operational, (*typically an area that is locked or vacant during normal University hours during the weekend*), must notify the on-duty campus security officer who will ensure that the alarm system is disarmed and provide verbal confirmation that it is safe to enter the building.

An employee who is already on campus and desires to work after University hours must notify the on-duty campus security officer to coordinate the intended time of departure. Under no circumstances should an employee work beyond the security officer's scheduled hours.

No person shall enter any building when the University is officially closed. This includes all holidays and scheduled break periods. Exceptions are permitted only in the case of an emergency and require notification to the Manager of Campus Safety & Security in advance of entry unless the employee has appropriate information to disarm and rearm the alarm system for the building being entered.

- Administrative approval from the employee's supervisor must be obtained prior to entry. The employee must notify the supervisor when he or she enters the building and leaves the building if the circumstances are not consistent with the scheduling section of this policy.

After Hours Access to Campus Buildings

Scheduling Work After Hours

All employees scheduling work during a period when the building is scheduled to be closed must first receive approval from their supervisor. The Urbana Campus Safety & Security must be notified in advance (minimum of 48 hours) of the scheduled work hours, including:

- Date
- Beginning and End Times
- Building(s) Accessed
- Employees Working

When possible, a campus security officer will be scheduled to work during this predetermined period of time. At a minimum, the local Police Department precinct will be made aware of the employees being on campus. The Urbana Campus Safety & Security or a designee will be responsible for initiating this notification. If a security officer cannot be scheduled, a minimum of two employees must be assigned to complete the work required.

Unscheduled Work After Hours (Emergency Purposes)

Unscheduled work after hours should be avoided unless it is determined that the emergency incident must be resolved immediately. All employees working during this time period must first receive approval from their department supervisor and contact Campus Security to enter the building. A minimum of two employees should be assigned to complete the work required. The employee must notify their supervisor and campus security upon entering and leaving the building.

In order to assure the safety of anyone coming on campus, it is necessary for the employee to notify Campus Security of his or her presence on campus through the campus security phone number. The employee will provide the following information when contacting campus Security:

- Name of employee
- Name of building they will be in
- Approximate time in building
- Phone number they can be reached while on campus

Best efforts will always be made to have a second staff member present, however, in cases of immediate need or technical emergency, and a second staff member cannot be present, one employee will be permitted to enter the building. In these cases, the employee notify Campus Security, their supervisor and/or department director upon entering and leaving the building.

After Hours Access to Campus Buildings

References

None

Associated Policies

Policies are related/referred from The Urbana Employee Handbook and The Campus Access Control Policy.

Contacts

- Manager of Urbana Safety & Security Services
 - (937) 505-7361
 - Executive Director of Campus Services, Real Estate + Planning
 - (614) 947-6080
 - On Campus Security by Campus:
 - Main Campus: (937) 772-9213
 - Police Non-Emergency Phone Numbers:
 - Urbana Police Department: (937) 652-4350
-

Review Timeline

The policy will be reviewed annually, or as needed.

Revision History

New Policy
