

## ACADEMIC BUILDING ACCESS POLICY

This policy applies to all academic buildings on campus. The academic buildings included are Art-Psychology Building, Arts & Science Building, Center for the Sciences, Dickmeyer Hall, Gellersen Center, Fites Center, Heritage Hall, Heidbrink Hall, Kally-Christopher Hall/Schnabel Hall, LeBien Hall, LeBien – Annex A, LeBien - Annex B, Meier Hall, Mueller Hall, Neils Science Center, Observatory, Urschel Hall, VUCA, and Wesemann Hall.

The policy does not include the Chapel, Helge Center, CCLIR, residence halls (including sorority housing and the Kade House), the ARC, Kretzmann Hall, McMillan Center, and the Harre Union, all of which are governed by their own building access policies.

The purpose of this policy is to establish when each building is unlocked, controlled, and locked. It assures that each academic building is supervised by trained employee(s) during the controlled hours to respond in the event of an emergency and for the protection of the occupants of the building and of the building itself.

A building is “unlocked” when it is open to the public with its principal doors unlocked. A building is “controlled” if a key or card swipe, and permission, is required for entry. A building is “locked,” or closed, when it is only accessible by employees who have a home location within the building.

On Monday through Thursday, all academic buildings are unlocked at approximately 7:00 a.m. and changed to controlled status no later than 10:00 p.m.; they remain in controlled status until 2:00 a.m. the following morning at which point they are locked. On Fridays, academic buildings are unlocked at approximately 7:00 a.m. and locked by 5:30 p.m., with the exception of VUCA, Mueller Hall, and Neils Science Center, which will be locked at 10:00 p.m. There is no controlled status on Friday evenings. On Saturday and Sunday, academic buildings are in controlled status from 9:00 a.m. to 10:00 p.m., except for VUCA, Mueller Hall, and Gellersen/Fites Center, which are unlocked from 9:00 a.m. to 10:00 p.m. The buildings are locked at all other weekend hours.

Students may have access to a building when it is in the controlled state if one of the following conditions are met.

1. The student is a trained employee needing access to the building for specific employment purposes. These students may have keys issued to them only when card swipe access is unavailable.
2. The student has permission from the building principal under the following conditions, which are the responsibility of the building principal to coordinate with the University Safety Manager:
  - a. There is an essential academic function, as determined by the Provost Council, which requires access to the specific building/room. (Note that study spaces, while essential, do not require any specific building/room.)

- b. Access is by card swipe only so that the University knows who and when a person entered the building, and
- c. A trained employee (which may include a student employee) is supervising the building. This person will sweep the building so that all students leave the building when it is locked.

The building principal may temporarily extend the time that a building is available for controlled access for essential academic functions that require additional building access. The building principal must communicate these needs to the Director of Campus Services and VUPD at least 48 hours ahead of time. The conditions set forth in item 2 above must still be met.

The Event Reservation Office or the building principal may also request that an academic building be unlocked on the weekend for special events. Such requests are made through the university's scheduling system (EMS) and with notification to the Director of Campus Services and VUPD.

As a part of this policy, it is noted that each academic building is "swept" when it is changed to a controlled state and again when it is changed to a locked state in order to ensure that the building is empty of students and other persons not authorized to be in the building. Those responsible for sweeping seek to ensure that all of these individuals have left the building, and are authorized to escort them out. Unless otherwise allowed by this policy, no students or other persons not employed by the University are allowed in an academic building when the building is locked.

Regardless of the status of the building, no students shall have access to a lab (excluding computer labs) unless at least two people are present and

- (a) A faculty member responsible for the relevant lab is present in the building, or
- (b) The lab contains no life-threatening equipment or materials as determined by the University Safety Manager and the lab has card swipe access restricted to specific students identified by the lab supervisor. (A written log will be kept until card swipe access is available.)

The University Safety manager may conduct on-site inspections of the facilities for the purpose of ensuring compliance with the established safety, security standards; compliance with the provisions of the building access policy; and policy effectiveness. The University Safety Manager will make recommendations to the Provost, which include but are not limited to, new safety equipment, staff training, accident prevention, exposure prevention, program improvement, and policy or procedural changes.

Approved by President's Council on August 8, 2017

Approved by Council of Deans on August 9, 2017