

ACADEMIC BUILDING ACCESS POLICY

The purpose of this policy is to establish when each building is available to the various populations of users. It assures that each academic building is monitored by trained employees prepared to respond in the event of an emergency and for the protection of the occupants of the building and of the building itself.

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, Kallay-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, Kroencke Hall, McMillan Center, and the Harre Union, all of which are governed by their own building access policies.

A building is in an “unlocked state” when it is open to the public with its principal doors unlocked. A building is in a “basic controlled state” when any employee or student can access the building with key or card swipe. A building is in an “advanced controlled state” when employees and students need a key or card swipe for access and students need specific permission for the access. A building is a “locked state,” or closed, when it is only accessible by employees who have a home location within the building.

The times when an academic building transitions between states are listed on the attached ‘Academic Building Hours’ spreadsheet.

All academic buildings will be in the locked state during the Thanksgiving and Christmas university holidays. These days include the Wednesday, Thursday, Friday, and Saturday at Thanksgiving and the days beginning when the University closes before Christmas until it opens after New Year’s Day, a period of approximately ten days.

All academic buildings will be in the locked state during weather related and other emergency closings of the University.

Students may have access to a building when it is in the advanced 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 is engaged in academic work and is accompanied by a faculty member or a full-time staff member who is directly supervising the student. The student must leave the building when the faculty member leaves.
3. 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 in the advanced controlled state for essential academic functions that require specific, additional building access. The building principal must communicate these needs to the Director of Campus Services at least 48 hours ahead of time. The conditions set forth in item 3 above must still be met.

The Union Reservation Office or the building principal may also request that an academic building be in the unlocked state 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.

As a part of this policy, it is noted that each academic building is "swept" when it transitions to the advanced controlled state and again when it changes to the 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, a student shall only have access to a lab (excluding computer labs, but including art labs) under the following conditions.

- a) The student has received the appropriate equipment and safety training, and
- b) The lab is rated as Low risk by the University Safety Manager, or
- c) The lab is rated as Medium risk by the University Safety Manager and at least two students are present, or
- d) The lab is rated as High risk by the University Safety Manager and a faculty member responsible for the relevant lab is present in the lab.

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 the University's President's Council on August 8, 2017

Revised by the President's Council on January 9, 2018

Academic Building Hours - State Transition Table

Building	Code	<u>Monday - Friday</u>				<u>Saturday - Sunday</u>			
		<u>unlocked</u>	<u>basic</u>	<u>advanced</u>	<u>locked</u>	<u>unlocked</u>	<u>basic</u>	<u>advanced</u>	<u>locked</u>
Art-Psych	APB	7:00	18:00	NA	22:00	NA	NA	9:00	22:00
Arts & Sciences	ASB	7:00	18:00	NA	22:00	NA	NA	8:30	15:00
Center for Science	ST1	7:00	18:00	NA	22:00	NA	NA	NA	NA
Dickmeyer	DMH	7:00	18:00	NA	22:00	NA	NA	NA	NA
Fites	FEC	6:00	18:00	22:00	2:00	NA	9:00	22:00	2:00
Gellersen	GEM	6:00	18:00	22:00	2:00	NA	9:00	22:00	2:00
Heidbrink	HEI	7:00	18:00	NA	22:00	NA	NA	NA	NA
Heritage	HEH	NA	NA	0:00	0:00	NA	NA	0:00	NA
Kallay-Christopher	KCH	7:00	18:00	22:00	2:00	NA	NA	9:00	22:00
LeBein	LEH	7:00	18:00	NA	22:00	NA	NA	NA	NA
LeBein Annex A	LEA	7:00	18:00	NA	22:00	NA	NA	NA	NA
LeBein Annex B	LEB	7:00	18:00	NA	22:00	NA	NA	NA	NA
Meier Hall	MEH	7:00	18:00	NA	22:00	NA	NA	NA	NA
Mueller Hall	MUH	7:00	NA	NA	22:00	9:00	NA	NA	22:00
Neils Science	NSC	7:00	NA	NA	22:00	NA	NA	NA	NA
Schnabel	SCH	7:00	18:00	NA	22:00	NA	NA	9:00	22:00
Urschel	URH	7:00	18:00	NA	22:00	NA	NA	NA	NA
VUCA	UCA	7:00	NA	22:00	0:00	8:00	NA	NA	22:00
Wesemann	WH	7:30	18:00	22:00	NA	8:00	NA	17:00	NA