
Effective: March 2021

Revised:

Administrative Services: Building Access and Hours

1.0 Purpose

To provide policy requirements for:

- Hours campus buildings will be open to public
- Campus Closure and Access Procedures
- Emergency Access Designation and Terminology
- Building opening and closing procedures
- Designation of responsibilities for opening and closing buildings
- Designation of responsibilities for after-hours security

This policy applies to the UAA Main Anchorage Campus and regulates general access to buildings for the purpose of access requirements for low or negligible risk activities that regularly occur in the following spaces: public areas, offices, lecture classrooms, residential halls and computer use rooms. All other spaces and moderate to extreme hazard activities, not specifically contained in this policy, are regulated by the Controlled- Space Access Plan. Examples of these controlled spaces are: laboratories, athletic spaces, art studios, maker spaces and shops.

Key theme: This policy balances the need for access with need for safety and security. Access to University buildings is a privilege and there needs to be a business requirement for individual's access that extends past normal operating hours. Additionally, there is a need to coordinate and communicate the access needs. The University access control system will be used to monitor access, allow access and keep the buildings secure and safe for all to use.

1.1 Related Policies

- UAA Security Masterplan
- Controlled-Space Access Plan
- Accommodating Students with Service Animals in Teaching Laboratories
- Chemical Hygiene Plan (CHP)
- Emergency Operations Plan
- Access Control System Policy
- Key Control Policy
- Spine Policy
- Energy

2.0 Definitions and Acronyms

Access Control System: The access control system is the key card access system which will

aid in the administration of this policy. It is the intent of this policy to make systematic progress to update physical improvements across campus to eliminate the use of exterior traditional physical key access to UAA buildings. Further, in accordance with the UAA Security masterplan, as funding is identified, additional access control will be provided throughout UAA buildings and the campus spine to facilitate controlled access and maintain security and safety of our campus spaces.

Affiliates: persons collaborating with UAA faculty, or visiting researchers working with faculty. Also includes equipment vendors, contractors, and other third parties engaged in business on behalf of the university.

Alumni: persons with at least 12 credit hours or graduated from the University of Alaska system, specifically but not limited to the Anchorage campus and associated community campuses.

Building Managers: Building managers act as the primary point of contact for service department concerns that, for the most part, involve the entire building. The building managers generally assist with the following: communications, annual building inspections and meetings, periodic building and safety checks, consolidation of building access requests, and annual evacuations and operations emergency plans coordinated through the emergency management office. [Click here to learn more about the program.](#)

Campus Community: Faculty, Staff (herein referred to as employee), Student, Alumni, approved affiliates, third party vendors, or contractors.

Campus Status:

Open Status: The open status designates the time the building is unlocked and open to . visitors. Each building publishes its open hours which are generally Monday through Friday from 8:00 a.m. to 5:00 p.m. Additionally, a campus building may be in open status for scheduled events that are open to the public and campus community. Some buildings, for example residential housing, are never in open status.

Tiered Access or extended hours: Tiered access means that campus can be accessed beyond open hours for campus community when there is a business reason. For example, the campus community could be granted extended access but the building would not be open to visitors. Generally, this means the door will be locked and access will be by wolfcard through the access control system (ACS). In absence of the ACS, as is the case with a limited number of our facilities, users are requested to coordinate opening/locking of the doors with UPD. Generally the hours for tiered access is Monday through Friday from 7:00 a.m. to 11 p.m.

During open or tiered access status, to schedule an event in University owned buildings, employees and students shall use the University Scheduling Software.

Intersession: Classes are not in session. Employees are expected to report to work. Campus is open to visitors during normal business hours or for events, meetings, or to use the library.

After Hours/Overnight Campus Closure: Access to campus facilities is restricted between 11 p.m. and 7:00 a.m. Sunday to Sunday. Buildings and facilities are normally closed and locked. Events during after hours are coordinated through the scheduling software and require a risk assessment by EHSRMS or UPD.

Weekends and Holidays Limited Campus Access: While most buildings and facilities are locked during the weekends and on holidays, campus access is permitted to use the library, the student union or for scheduled events and meetings. To schedule an event in University owned buildings, employees and students shall use the University Scheduling Software. The Scheduling Software is administered by the ITS Office and UPD is the approval authority. Delegated approvals once obtained are in place until rescinded.

Building Closure for Emergency: A building or buildings may be closed or evacuated because of an emergency, health mandate or system failures. During the time of a building closure classes may be relocated or delivered online. Employees may be asked to stay home or work at another location.

Campus Closure for Emergency or Evacuation: Classes are cancelled during emergency closure. Employees are not expected to report to work, may be asked to shelter in place, leave work early, or evacuate campus or a specific building as directed. Examples of emergency closures are weather related, earthquakes, or campus incidents involving hazardous materials or an active shooter situation. Only essential personnel are permitted on campus during emergency closure or campus evacuation. Special consideration may be given to students living on-campus who may be unable to relocate.

Campus Spine: For the purposes of this policy, the Spine is defined as the UAA buildings listed below and the bridges that connect them:

- Rasmuson Hall,
- Seawolf Sports Complex,
- Student Union,
- The north/south oriented corridor north of the Enrollment Services Center,
- The Engineering and Computation Building,
- The Engineering Parking Garage,
- The Natural Sciences Building,
- The Central Parking Garage,
- The Social Sciences Building, and
- The Consortium Library

A separate, second Campus Spine that is also covered by this policy is defined as the UAA buildings listed below and the bridge that connects them:

- Engineering and Industry Building
- Health Sciences Building.

Hazard Classifications and Risk Assessment: There are low hazards, moderate hazards, significant hazards, and extreme hazards associated with building access. Refer to the Controlled-Space Access Plan for additional description of hazard classification.

EHSRM or EHS: UAA Environmental Health Safety Risk Management Department

Employees: Employees are individuals who are currently employed by and receive a paycheck from the University of Alaska.

Essential Personnel: Essential personnel are those employees that have been identified by their supervisor as being critical to operation of a department or division. Essential personnel may be required to report to work or remain at work even if a campus evacuation is declared, or if the campus is closed. Not all employees are classified as essential personnel and if you are uncertain, contact your supervisor.

Events: Events are gatherings with the size of one or more that occur on UAA property and require the space to be dedicated for that purpose or activity for a specific duration of time. Events can be scheduled in classrooms, meeting rooms, conference rooms, interior and exterior open spaces. For the purposes of this policy: gatherings in dedicated offices need not be scheduled as a university event

Facilities: UAA Facilities and Campus Services.

IMT: UAA Incident Management Team.

Risk Assessment: A formalized process to evaluate what could cause harm to people and/or property. See the Controlled-Space Access Plan for details.

Shelter in Place: A shelter in place order may be given when there is an environmental condition that poses a hazard to the campus community. This may include dangerous weather, chemical hazards, gas leaks or other utility failures.

Student: Any person enrolled in a course, regardless of age. This includes graduate, undergraduate, and Alaska Middle College School enrollees.

Trained Responder: An individual trained and approved by the UAA University Police Department (UPD) for after-hours access to a specific area or building, including in some cases to moderate-hazard areas.

UAA: University of Alaska Anchorage. UAA is the “university” in this document and refers to the Anchorage campus only. This document governs UAA Anchorage Campus inclusive of the Aviation buildings (Merrill Field) and 1901 Bragaw Building, and University Center facilities.

UPD: UAA University Police Department.

Visitor: Any person or member of the public utilizing the UAA campus who is doing so in a non-employee, non-student, non-volunteer, and non-affiliated capacity.

3.0 Policy for Campus Building Access

I. General

- A. In normal situations, the Dean/Director or designee (as applicable) authorizes building access. UPD has the delegated authority to authorize and revoke access privileges allowed under this policy, in life and safety emergencies. During after-hours/overnight closure, access is restricted and unescorted visitors with no University affiliation will be asked to leave campus.
- B. Recognizing campus is a larger entity and with the Campus Spine policy, what impacts one building impacts other buildings. Designation of building hours when the campus is open is managed under this policy.
- Modifications to building hours, if they differ from the general allowed by this policy, requires approval from the Facilities Space Planning Committee (FSPC). Appeals can be coordinated with the Chancellor's cabinet. FSPC will coordinate approvals and changes with the Scheduling Software and UPD.
 - To schedule an event in University owned buildings, employees and students shall use the University Scheduling Software.
- C. Access to closed campus buildings or after hour use is generally discouraged because of increases in energy consumption and due to reduced staff to monitor and respond to safety and security needs. The building automation system controls lighting, heating, and air condition through automatic digital controls in the evening and therefore, environmental conditions in the evening may not be ideally suited for occupancy. However, from time to time, access may be necessary for business reasons or for academic student success. Therefore the following access privileges are allowable under this policy:
- Employees are allowed into closed buildings during after-hours campus closure and on weekends with supervisor approval.
 - Alumni and third party affiliates can obtain access with a university department sponsor. The approval authority for this type of access is Dean or Director level with coordination with UPD and EHSRM.
 - Fill out an Access Request form and submit it for the signature of the appropriate authority. The request needs to include the following information:
 - Statement of need. Unsupervised after hour access requires a legitimate business reason.
 - Access requirements: location, room, date, hours requested
 - Activity designation: define what specific activity you will be doing

after hours.

- While visitors are generally not allowed in open-tiered access times or in closed buildings during after-hours campus closure and on weekends, exceptions can be made in certain circumstances. Exceptions include:
 - Employees may escort a Visitor with supervisor approval
 - Requires the employee is with the visitor at all times.
- Students, Student employees and affiliates can obtain approval for building access during after-hours campus closure and on weekends. For access to lab spaces, follow the Controlled-Space Access Plan. Otherwise, fill out an Access Request form and submit it for the signature of the appropriate authority. The request needs to include the following information:
 - Statement of need. Unsupervised after hour access requires a legitimate business reason.
 - Access requirements: location, room, date, hours requested
 - Activity designation: define what specific activity you will be doing after hours.
 - Keep the approval certificate with you at all times and provide copy upon request during periodic sweeps by UPD.
 - Minor students require additional consultation with EHSRMS
- Employees, Students and Affiliates shall present their WolfCard or employee ID, upon request while on campus.
 - In absence of a Wolfcard, access shall be coordinated with UPD.
- Events may be scheduled during after hours (weekends and holidays) by using the University Scheduling Software and may be subject to additional criteria:
 - The affected buildings will be considered in open status when an event is scheduled.

D. WolfCard Use Requirements

- The Wolfcard is intended to be used the entire time you are associated with the University of Alaska Anchorage. Since it is your personal University identification card, it should be carried at all times and must be presented to University officials upon request. The card is non-transferable.
- You can obtain a WolfCard at the Cashiering Office on campus.
- A lost or stolen card should be reported **immediately** to the Cashiering Office or UPD.
- Cards damaged due to normal wear and tear will be replaced at no charge.
- The University reserves the right to charge a replacement fee for lost or

stolen cards, or cards damaged to neglect, misuse, or improper care.

- Do not put badge holder or key ring holes in the Wolfcard as that can damage the embedded technology within the card which will compromise the card function.
- E. Campus emergency or evacuation or building closure will require a security walk-through of the building by UPD or by their designee. During an evacuation, all employees and students will be required to exit immediately.
- At a minimum, this would require the UPD personnel or their designee to:
 - Perform security check “sweeps,” with sweep locations confirmed and documented by UPD. Sweeps shall include review of:
 - exterior doors,
 - high-value or high-security rooms and doors, and
 - any known areas of security concern such as concealed spaces behind stairwells.
 - Maintain radio communications with UPD while performing security sweeps and confirm when building has been opened or closed and locked.
- F. Building hours are to be posted at the following locations:
- Building entries
 - Campus Spine entries
- G. Signage noting building hours shall be coordinated with campus wide signage standards.
- Approval of signs and sign locations shall be obtained from Facilities prior to procurement and installation.
 - Facilities has the right to require non-conforming signage to be removed and replaced at the expense of the department.

II. Opening and Closing of Buildings During Fall/Spring/Summer Semester Weekdays

- A. UAA Anchorage Buildings:
- Standard/General operating hours are:
- Open at 8:00 a.m. to 5:00 p.m. Monday through Friday
 - Extended hours for tiered access 7:00 a.m. through 11:00 p.m. Monday through Friday
 - Weekends and Holidays and Intercession campus facilities are generally locked. Buildings may either be in tiered access or closed. If events are

scheduled, the building will be open.

- Closed: After hours the University buildings are locked and closed. After hours are generally considered 11pm to 7am Sunday to Sunday.
- B. Registrar has authority in this policy to schedule classes and labs outside of these general operating hours.
- C. Opening, Open for Tiered Access, Closing times (after hours) for specific buildings may vary based on operational needs. Changes to building opening schedules require approval from FSPC and coordination with the University Police Department (UPD).
- D. Based on space usage audits, UAA Facilities may modify the building hours and close buildings based on limited demand. For instance, should a building not have classes or events scheduled in the evening, Facilities may close the building. Modification to standard campus building hours shall be posted in the same manner and locations as noted elsewhere in this policy.

III. Opening and Closing of Buildings During Weekends, Holidays, and Semester Breaks

- A. Buildings shall remain closed during weekends, holidays, and semester breaks with the exception of buildings with classes or scheduled events as listed with the Scheduling Software
- B. UPD shall provide security sweeps of campus facilities and grounds at regular intervals during weekends, holidays, and semester breaks.

IV. After Hours Access to Closed Buildings

- A. UPD, the Incident Management Team, Facilities, and any other group authorized by UPD have the right to suspend after-hours access due to an emergency, lock-down, evacuation, or to facility maintenance or other issues.
- B. UPD, in consultation with the Dean/Director, Human Resources or, Student Conduct, may temporarily or permanently revoke after-hours privileges for individuals or departments due to non-compliance with this policy.
- C. Individual Responsibility
 - An individual who is granted access to University buildings after hours is responsible under this section.
 - Individuals with after-hours access are responsible for any person that they assist to enter the building. This means the person you assist shall be under your escort at all times as a visitor.
 - Individuals shall ensure the exterior door is secure when entering and

exiting during tiered access or after hours.

- Individuals shall not be prop open or unlock doors during tiered access or after hours. Coordinate exceptions by calling UPD for assistance.
- Individuals staying in a building after hours must carry valid university identification, approval of the activity, and be available for phone contact with UPD.

V. Emergencies, Evacuations, Shelter in Place, Lock Down, or Other Unexpected Events

- A. In the event of building or campus emergencies including evacuation, shelter in place, the specific procedures announced at that time will be followed for all affected buildings.
- B. If an individual enters an evacuated or locked building despite an emergency closure order, then they are liable for:
 - The safety of themselves and any other person(s) they assist in entering the building;
 - The security of the building, including liability of any door that remains unlocked or open.
 - Could potentially be charged with criminal trespass for violating the evacuation order, in addition to any university policy violation action.
- C. UPD will not assist anyone in entering a building under an emergency order.
- D. This provision does not apply to emergency responders identified by UPD.

VI. Policy Authority and Updates

- A. This policy is administered under the Vice Chancellor Administrative Services authority. Implementation procedures for administrative services departments related to the policy will be designated by VCAS. The VCAS will establish building access tier procedures, authorities and access approval levels.
- B. The policy is created with input from the Security Project Executive Team: University Police Department Chief, Chief Information Officer, Associate Vice Chancellor of Facilities and Campus Services, and Environmental Health Safety Director
- C. Periodic edits to the policy may be initiated by the Facilities Space Planning Committee or any cabinet member may request the Facilities Space Planning Committee update the policy. The edits will be made through track changes and be made available immediately to the campus community and does not require full cabinet approval.

- D. Policy updates require full cabinet approval after being submitted to governance groups for comments / suggestions. When a comment or suggestion from a governance group is not incorporated into the policy it will be submitted to the full cabinet with an explanation why it was not adopted when the policy update is submitted.