

Administrative Services: Building Access and Hours - DRAFT

1.0 Purpose

To provide policy requirements for:

- Hours campus buildings will be open
- After-hours building access
- 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 but excludes (does not apply to) UAA Housing.

2.0 Definitions and Acronyms

After Hours: Hours between when a building is closed and when it is reopened, including:

- overnight,
- when the campus is closed, and
- any other time a building has been closed by the UAA University Police Department (UPD) or UAA Facilities.

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 Bookstore and Copy Center Building,
- 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.

Low Hazard: an action or inaction, including the use of a space, materials, or equipment, that poses a low risk. **Low risk** is defined as having a possible adverse outcome that is of *minor consequence and remote likelihood*, of *moderate consequence and remote likelihood*, or of *minor consequence and moderate likelihood*.

Moderate Hazard: an action or inaction, including the use of a space, materials, or equipment, that poses a moderate risk. **Moderate risk** is defined as having a possible adverse outcome that is of *significant consequence and remote likelihood*, of *moderate consequence and moderate likelihood*, or of *minor consequence and high likelihood*, including of personal injury and/or injury to property.

Extreme Hazard: an action or inaction, including the use of a space, materials, or equipment, that poses an extreme risk. **Extreme risk** is defined as having a possible adverse outcome that is of *significant consequence and high likelihood*, including of personal injury and/or injury to property.

Facilities: UAA Facilities and Campus Services.

IMT: UAA Incident Management Team.

Independently Operated Buildings: buildings for which hours of operation and space use are controlled by a non-academic department, including, but not limited to, the Student Union, Seawolf Sports Complex, and Consortium Library.

Risk Assessment: A formalized process to evaluate what could cause harm to people and/or property.

Scheduling Office: the office or department responsible for scheduling events and administering scheduling software.

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 only the Main Anchorage Campus: the cluster of buildings generally along Providence Dr. and the west side of Elmore Rd., east of Lake Otis Pkwy and south of Northern Lights Blvd.

UPD: UAA University Police Department.

3.0 Policy

I. General

- A. Designation of building hours at UAA is to be managed under this policy.
- B. UPD must provide written approval to any modifications to the established building hours noted in this policy.
 - Modifications to this policy must comply with all relevant sections of this policy, including the posting of building hours.
 - Modifications to building hours must be coordinated with the Scheduling Office and approved and coordinated with UPD.
- C. Buildings must be opened and closed by UPD only¹. Closure must involve a security walk-through of the building by UPD.
 - Alternately, with written approval from UPD, non-UPD personnel such as building managers, may open and close buildings; however, this is a lower security scenario. At a minimum, this would require the personnel 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.
 - It is recommended that electronic badge readers and access control system readers (not yet installed in all locations) be used by UPD and by any non-UPD personnel doing security sweeps. This would record that security sweeps have been performed at all required areas and would promote accountability.
- D. Building hours are to be posted at:
 - Building entries
 - Campus Spine entries
 - Stairwells and elevators, each floor
- E. 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

¹ Alternately, a Campus Security Team (not yet formed at the time of writing this policy) could provide similar services. Reference the 2019 *Access, Security, Emergency Communications, and Wayfinding Review* report for additional information.

and replaced at the expense of the department.

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

A. Academic and Administrative Buildings:

Standard operating hours are:

- Open at 7:00 a.m.
- Closed at 10:30 p.m.
- Closed: weekends, holidays, and semester breaks.

B. Opening and closing times for Independently Operated Buildings will be determined by their respective managers with written approval from the University Police Department (UPD).

C. UAA Facilities has the right to modify building hours and close buildings based on limited demand. For instance, should a building not have classes or events scheduled in the evening, Facilities has the right to 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. Only buildings with classes or events scheduled and listed with the Scheduling Office and approved by UPD will be opened.

B. UPD shall provide security sweeps of campus facilities and grounds at regular intervals during periods when the University is closed.

IV. After-hours Access and Access when Campus or Buildings are Closed

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 or to facility maintenance or other issues.

B. UPD may temporarily or permanently revoke after-hours privileges for individuals or departments due to non-compliance with this policy.

C. Minors are required to have written permission from UPD for after-hours access.

- Minors shall always be accompanied by a chaperone approved by UPD. Anyone assisting a minor to enter a building after hours without permission will be in violation of this policy.

D. Risk Assessment

- Any department wishing to obtain permission for after-hours access for an individual shall first go through a risk assessment evaluation with UPD. Facilities shall have the option and be given the opportunity to review the assessment and to recommend whether access be allowed or denied. The evaluation shall, at a minimum, include:
 - Identification of and outreach to other individuals, departments, or agencies that are needed to conduct the risk assessment, for instance technicians trained in the procedures that will be conducted after hours.
 - Review with Facilities for alternate spaces or buildings where after-hours access is already permitted to determine if those existing areas will meet the individual's needs. (Identifying areas where after-hours access can be consolidated will help promote safety and reduce energy use on campus.)
 - Identification of hazards.
 - Who and what might be harmed and how?
 - Identification of areas in the building or space that should be denied after-hours access and how they will be secured after hours.
 - Identification of the hazard risk (*low, moderate, extreme*) involved, see the *Definitions* section above.
 - Departments are responsible for helping to identify moderate- and extreme-risk spaces, equipment, and materials. Should departments neglect to identify these risks, they will be liable for any damages to property caused by after-hours access.
 - **After-hours access is prohibited to spaces or for activities, equipment, materials, etc. determined to be extreme hazards.**
 - Identification of *Trained Responder/s* should they be required by UPD.
 - Assessment of the level of training and reliability of the individual being considered for after-hours access.
 - Training requirements and frequency of required training updates.
 - Written record of the findings of the risk assessment, including the determination of whether access should be granted

E. Implementation of any safety measures recommended by UPD based on the risk assessment shall be done prior to after-hours access being granted, including:

- The installation of safety technology required by UPD or Facilities.
- The addition of locks or separations to deny after-hours access to certain locations within the building if required by UPD or Facilities.
- Special trainings that are needed.

- Room preparation measures, including posting of appropriate phone numbers and safety procedures in visually apparent locations.
- Room orientation if required by UPD.
- Semesterly or annual (as determined by UPD) review of risk assessment and renewal (or not) of after-hours permissions.
- UPD written approval required that all required safety measures are in place and that after-hours access is granted.
 - Facilities shall have the option and be given the opportunity to review the implemented safety measures and to recommend whether additional measures be implemented and/or whether access be allowed or denied.

F. After Hour Access Process and Safety “Sweeps”

- Process: Any individual permitted to enter or be present in a UAA building after hours must notify UPD of their presence and location in whatever manner is required by UPD. At a minimum, individuals must:
 - Check in with UPD.
 - Provide their location.
 - Confirm their phone number and that the phone will be functioning and available during their after-hours stay.
 - Check out with UPD when they leave.
- Security “sweeps” at a minimum of (2) per night are required for buildings where after-hours access has been approved. Sweeps are to be performed in the same manner as typical building closure sweeps mentioned above. The cost of these sweeps, as well as any related operational expenses shall be borne by the department.
- Technology and Safety Measures: Should UPD require, based on the risk assessment, that additional alarm, safety, or security technology be added, then that technology shall be installed prior to after-hours access being allowed.
 - Costs of technology installation shall be borne by the department; technology types, products, installation, and details shall be approved and coordinated with UAA Facilities.

G. Individual Liability & Exclusions

- Individuals with after-hours access are prohibited from assisting other people to enter the building after hours and shall be liable for any actions or damage caused by anyone they assist in entering a building.
- Individuals staying after hours shall not prop open or unlock any doors.
- Anyone staying in a building after hours must carry valid university

identification and be available for phone contact with UPD; phone number to be shared with UPD at check-in as noted elsewhere in this policy.

H. Moderate-Hazard Areas, Activities, Materials, Equipment

- Attendance by a *Trained Responder* is required for an individual to have access to moderate-hazard areas or activities after hours.
- Individuals are not permitted to work alone in moderate-hazard areas or on moderate-hazard activities after hours.
- Safety training and regular training updates are required for any individual to have after-hours access to moderate-hazard areas or activities.
- Room orientation: Any room used for hazardous equipment or activities must have posted safety protocols and identify emergency safety equipment and technology, including those required for individuals with disabilities.
 - Orientation training is required for individuals to be granted after-hours access.
 - Room safety measures and orientation must be approved by UPD.
- Individuals who conduct moderate-risk activities after-hours must:
 - Give UPD advance notice that they will be conducting those procedures.
 - Alert anyone else working after-hours in the vicinity or space that a moderate-risk activity is going to be performed.
 - Post “Hazardous Procedure” notices on all the doors into the space in which the activity is going to be conducted.
 - When the procedure is completed: alert UPD and remove signage.

V. Closure Due to Emergencies, Hazardous Weather, or Other Unexpected Events

- A. In the event of building or campus closures for emergencies or other reasons, the specific procedures announced at that time will be followed for all affected buildings.
- B. If an individual enters a closed building despite a 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.
- C. UPD will not assist anyone in entering a building under a closure order.
- D. This provision does not apply to emergency responders identified by UPD.

VI. Special Event Access After Hours

- A. Requests to open a building or space after hours for a special event are required to be scheduled with the Scheduling Office and coordinated with UAA Facilities and UPD at least two weeks in advance of the event and shall follow any protocols developed by those three entities to manage the special event scheduling process.
- B. The cost of security and operations shall be borne by the event, including any costs related to creating and posting notices.
- C. 72-hour cancellation policy
 - Events must be cancelled at least 72-hours in advance in order to not be charged the full security and operations fee.
- D. Event Coordinator and Secondary Contact
 - Any special event request must nominate both an event coordinator and a secondary contact and provide relevant contact details for both people. Both individuals must be present and available by phone at all times during the event. Should the event coordinator and secondary contact not be available during the event, an additional security fee may be charged to the event, and the event may be closed by UPD.
 - The event coordinator must check in and check out with UPD at the beginning and end of the event in whatever manner specified by UPD when the event is scheduled.
 - If the check-in/check-out protocol is not followed, an additional security fee may be charged to the event.
 - If an event coordinator does not check in with UPD, the building or space will not be opened for the event.

AFTER HOURS BUILDING ACCESS APPLICATION PROCESS

