Administrative Services: Campus Spine - DRAFT

1.0 Purpose

To provide clear requirements for:

- The hours that the Campus Spine will be open. “Open” in this context is defined as open to the interior of the Spine. Exterior doors shall be locked when and as determined by UPD.
- Management and security related to opening the Campus Spine for special events
- Exceptions to this policy

2.0 Definitions and Acronyms

**Campus Security Team:** This entity has not been created at the time of the writing of this policy. However, the creation of a campus security team dedicated to the security and monitoring of facilities and events may be useful to the University.

**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.

**Facilities:** the department of Facilities and Campus Services

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

**UAA:** University of Alaska Anchorage. UAA is the “university” in this document and refers to the Anchorage campus only.

**UPD:** UAA University Police Department
3.0 Policy

3.1 Hours the Campus Spine shall be open

I. The interior of the Campus Spine, including building corridors and lobbies that form part of the Campus Spine, is required to be open:

a. Whenever the campus is open.

b. Whenever the Consortium Library is open.

c. Whenever buildings forming part of the Campus Spine are open, including for special events when the campus is closed.

II. With written approval from UAA Facilities and UPD, the Campus Spine may be opened for special events that are not located directly on the Campus Spine (for instance to allow for convenient access to parking garages).

3.2 Special Events & Exceptions

I. Requests to open the Campus Spine 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.

II. The cost of security and operations for opening the Campus Spine for special events shall be borne by the event, including any costs related to creating and posting notices related to the opening of the Campus Spine.

III. 72-hour cancellation policy

a. Events must be cancelled at least 72-hours in advance in order to not be charged the full security and operations fee.

IV. Event Coordinator and Secondary Contact

a. 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 time 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.

b. 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.
   i. If the check-in/check-out protocol is not followed, an additional security fee may be charged to the event.
   ii. If an event coordinator does not check in with UPD, the Campus Spine will not be opened for the event.
3.3 Exceptions

I. With written approval from the University Police Department (UPD), the Consortium Library shall be allowed to be closed to entry from the Campus Spine when the campus is closed. However, egress into the Campus Spine from the interior of the Library must always be provided from the Library, including after hours.

   a. UAA members shall not be required to exit to the exterior of the building if they need access to the Campus Spine from the Library.

   b. A review and written approval from both Facilities and UPD is required to confirm egress methods from the Library into the Campus Spine.

II. UPD, the Campus Security Team, and/or Facilities may close off portions or floors of buildings that are connected to the Campus Spine to reduce access to building interiors from the primary Campus Spine corridor.

   a. Departments may request portions of building interiors be separated or secured from the primary Campus Spine corridor. Written approval is required by UPD and Facilities.

      i. Details related to any new architectural elements or security technology must be coordinated with UPD and Facilities.

      ii. Departments may be required to pay for any capital and/or management costs related to their request.

3.4 Opening and Closing the Campus Spine

I. Designated representatives from UPD or a Campus Security Team shall be the only individuals who can open and close the Campus Spine, including entry into buildings or spaces from the Campus Spine and exterior.

   a. Obstructing and/or cordonning off spaces or buildings within the Campus Spine is prohibited except by UPD, the Campus Security Team, or Facilities.

3.5 Future Policy Recommendation

I. To improve Access and Equity on campus in the future, the Campus Spine could be open at all times, including when the campus is closed.

   a. Exterior entry doors into the Campus Spine should be closed when campus is closed and at times and locations determined by UPD.
SPINE DIAGRAM

SPINE ACCESSIBLE BUILDINGS

1. EDWARD & CATHRYN RASMUSON HALL
2. SEAWOLF SPORTS COMPLEX
3. BOOKSTORE AND COPY CENTER
4. STUDENT UNION
5. ENGINEERING AND COMPUTATION BUILDING
6. ENGINEERING PARKING GARAGE
7. NATURAL SCIENCE BUILDING
8. CENTRAL PARKING GARAGE
9. SOCIAL SCIENCE BUILDING
10. UAA/APU CONSORTIUM LIBRARY
11. ENGINEERING & INDUSTRY BUILDING
12. HEALTH SCIENCES BUILDING