4.23 After Hours Building Access

**Purpose**

All persons entering or remaining in buildings, outside of business hours, must obtain authorization from their Head of Division or Department.

**Guideline**

All persons entering or remaining in buildings, during the hours 10:00 p.m. to 6:30 a.m. Monday to Friday or at any time on Saturday, Sunday, or Public Holidays, except for scheduled functions, must obtain authorization from their Head of Division or Department.

All persons occupying a building after hours are required to advise the Security Control Centre (Ext 7112) of their presence in a building and an estimated time of departure. Once the estimated time of departure has passed and no contact has been made between the person occupying a building after hours and security, the Control Centre Operator will dispatch a Security Officer to the location of the staff member to:

1. Conduct a welfare check
2. Inquire about an amended time of departure
3. Ensure the room/building is secure if the staff member has left

Only designated entrances may be used for afterhours access.

The persons occupying the building after hours will be responsible for maintaining security of the building or area/s they have accessed.

Persons who enter or remain in buildings after hours without authorisation will be requested to leave the building immediately. (An infringement of this policy may result in the withdrawal of the person’s right of entry to buildings after hours.)

**PROCEDURES:** Approval for After Hours Access - Staff

- Written authorisation from the Head of Division/Department or delegated officer is required whenever an Academic or General Staff member requires afterhours access.
- Any such authorisation should include the period for which...
Security staff are authorised to sight the document giving approval or to deny access to persons who fail to produce that authority.

The issue of a recognised access token (key/card/code/etc) shall be deemed to be sufficient authorisation.

All staff occupying buildings after hours must be able to produce a current University staff identification card.

Security will grant staff urgent (short-term) access to their workplace on production of adequate identification to retrieve forgotten personal items.

Staff granted urgent access will not be permitted to remain in the building and will be escorted by Security for the duration of their access.

**Approval for After Hours Access – Persons other than Staff**

- Students will not normally be granted afterhours access to buildings.
- This does not apply to those teaching or learning areas specifically designated for extended access.
- The written authorisation of the Head of Division/Department or delegated officer is required whenever a student requires afterhours access.
- Any such authorisation should include the period for which the authorisation is valid.
- The issue of a recognised access token (key/card/code/etc) shall be deemed to be sufficient authorisation.

Security will **not** grant students urgent (short-term) access to University buildings.

*(The returning of due or late assignments is not considered sufficient reason for granting afterhours access)*

Where a student is considered to have sufficient reason, security may grant the access, but only on the production of a student identification card. Students will not be permitted to remain in the building and will be escorted by Security for the duration of their access. JD TO DECIDE

**SECURITY PROCEDURES:** Security staff will make all endeavours to facilitate a request for afterhours access to buildings, however they must assure themselves of the identification of the person, and that they have authority to be in that building/area.
Persons granted emergency access will not be left unsupervised at any time.

All details of afterhours building access will be recorded in the Daily Events Log.

<table>
<thead>
<tr>
<th>Contact Officer</th>
<th>Campus Security Manager</th>
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<tbody>
<tr>
<td>Date Approved</td>
<td>04/12/13</td>
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<tr>
<td>Approval Authority</td>
<td>Director, Property</td>
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<tr>
<td>Related Policies, Procedures, Guidelines, Forms or Templates</td>
<td>Security Services Section – Standard Operating Procedures</td>
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<tr>
<td>Next Date of Review</td>
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