

AP 6710 BUILDING HOURS AND ACCESS

References:

No statutory requirement

Clatsop Community College takes seriously its responsibility to provide students and college employees with safe, secure and well-maintained facilities. Individuals shall not enter college administrative or academic buildings between the hours of 10:00 PM until 6:00 AM daily, without prior approval. At 10:00 each evening Facilities Staff will lock all exterior doors to campus buildings, and everyone is asked to leave.

After Hours Access

Exceptions to this policy may be requested and approved on a case by case basis. Students shall not be permitted after-hours access. Requests shall not be permitted as blanket exceptions to policy. Each approval will meet specific requirements and will only for a limited duration.

The request must be approved by the appropriate Supervisor before being submitted to the Director of Facilities for final approval. Requests for exceptions must be submitted 24 hours before the required date.

For the protection and security of those working after hours in each building, the Facilities Staff must be aware of anyone in the building. Any staff or faculty wishing to enter a building after hours, or remain after 10:00 PM, must check in with Facilities Staff member working in the building. Facilities will confirm the approved after-hours access. Upon departing, staff must notify the Facilities Staff member.

After Hours Emergency

During an emergency occurring after hours, Facilities Staff will account for anyone known to be working in each building. During an evacuation, anyone working after hours must exit the building when requested to do so and assemble safely at the front of the building, in which they have been working. No one will be permitted to return to the building until directed to do so by facilities staff. Unaccounted for staff or faculty, and their last known location will be reported to emergency responders by facilities staff.

Campus Late Openings / Closures

All campus facilities remain closed on all legal holidays. During an occurrence that results in delaying the opening of the college, or the early closing of the college, no one will be permitted to enter any buildings until the college has reopened.

Failure to Comply with Policy

This policy is intended to protect the safety and security of everyone working on campus. Compliance is therefore mandatory for all staff, faculty, and students. Employees of the college who fails to comply with this policy shall be referred to their supervisor for possible disciplinary actions. Students refusing to leave a closed building shall be subject to referral to the Vice President Student Success for appropriate action.

Approved: March 14, 2019