

BUILDING ACCESS POLICY

August 2024

Hope College is considered a secure environment where our buildings are locked at all times.

It is the intent of this policy and procedure to provide guidelines for the securing of Hope College buildings. The Campus Safety Department is committed to provide and maintain a safe and productive atmosphere for all students, staff, faculty and college guests to live, learn and work together.

RATIONALE

There are multiple reasons why our buildings will be secured as much as possible including but are not limited to:

*Safety of our students, faculty and staff: A locked and secure building helps to prevent unauthorized individual(s) from entering the premises, thus reducing the risk of potential threats or harm to students, faculty and staff.

*Protection of resources: College buildings are valuable assets and often house expensive equipment, technology, and academic materials that need to be protected from theft, vandalism and damage. Buildings also often have personal items of students and others, with the expectation that these items are generally safe from theft. A secure building helps to ensure that these resources remain safe and in good condition.

*Compliance with regulations: Many colleges are required to adhere to security protocols and standards set forth by government agencies or accrediting bodies. Having a locked and secure building is essential for meeting these requirements and maintaining the institution's standards. These recommendations come from departments such as OSHA, COLEA, SEC and risk and assessment from insurance agencies.

* Peace of mind for students and staff: Knowing that Hope College buildings are locked and secure can provide peace of mind for students, faculty and staff, creating a safer and more comfortable learning environment.

* Minimizing event disruptions: Limiting access to our event spaces reduces unwanted interruptions to classes and performance events.

EXCEPTIONS

Campus safety is a top priority at colleges and universities, and securing buildings is a major aspect of ensuring the safety of students, faculty, and staff. While it is important to keep

buildings locked to prevent unauthorized access and potential threats, there are exceptions to this rule depending on specific circumstances.

*Emergency situations: In the event of an emergency such as a fire, natural disaster, or active shooter situation it may be necessary to unlock buildings to allow for safe evacuation or emergency response.

*Maintenance or repairs: Buildings may need to be temporarily unlocked for maintenance or repair work to be carried out.

*Buildings may be exempt and be open for an extended period if the following conditions are in place:

1. There is only one access door unlocked
2. There are personnel on duty and present to monitor the door (the door attendant)
3. There are camera(s) overseeing the door that is unlocked
4. The door attendant has access to a phone and a panic button is installed

Current exceptions to these conditions are public buildings including the DeWitt Cultural Center (for the bookstore) and Anderson Werkman (for the ticket office).

BUILDING ACCESS FOR EVENTS

Buildings may be unlocked for short durations for special events such as conferences, performances or exhibitions to allow access for attendees and performers.

Event coordinators can reserve the time and date to have the door(s) unlocked. Doors will be unlocked for 45 minutes prior to the start of the event and for up to 15 minutes after the event has begun.

Event coordinators can arrange for a longer period, up to three hours, of unlocked doors with the following conditions:

1. Only one door is unlocked for the extended period.
2. A door attendant will be present at all times with access to a telephone.
3. The door attendant will be trained to contact Campus Safety in case of any unusual or unexpected activity.

Alternatively, Campus Safety will provide a door attendant for an interdepartmental charge of \$35 per hour.

Requests for unlocked doors beyond three hours will be considered and determined by the Director of Campus Safety.

