A. Background and Definitions

After-hours access is classified in two categories:

a) Access required due to the program/curricula needs:

Under this category access may, when appropriate, be provided to specific labs, rooms, shops and studios. The appropriate department Chair, Dean or his/her delegate will designate the program administrators who are responsible for identifying such facilities and students, and will provide such information to the College’s Campus Security Services Manager, or his/her designate, for approval.

Identified students, staff and faculty are required to follow defined procedures, rules and regulations agreed by the department Chair or Dean and the Campus Security Services Manager and/or his/her delegate; and, failure to do so will result in loss of access to the specified area.

b) General open access:

Under this category, access is provided on a first-come basis to students, but this may be limited based on availability of rooms or vary during the academic cycle. Access is limited to designated open access rooms and is available until 12:00 a.m. on weekdays and weekends. Identified students, staff and faculty are required to follow defined procedures, rules and regulations agreed by the department Chair or Dean and the Campus Security Services Manager and/or his/her delegate; and, failure to do so will result in immediate loss of access to the specified area.

B. Purpose

The asset value of the College facilities is significant. There is, consequently, a great responsibility on all users of College facilities to abide by all College policies while on campus and to take proper care of our buildings and property, both in terms of the physical upkeep of the buildings and of the safekeeping of furniture, equipment and other assets. This policy further recognizes the need to ensure the safety and security of all persons utilizing College facilities.

The College recognizes that in some programs of study, students may require after-hours access to classrooms, shops, labs and studios beyond regular program hours. The College maintains this after-hours access as a privilege in accordance with the academic needs of individual programs.
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This privilege requires that students, staff and faculty follow established guidelines, rules and regulations to ensure the safety and security of the students, staff and faculty and their property; and, failure to do so will result in immediate loss of access to designated area.

It is noted that the College may require access to some areas for regular scheduled and non-scheduled maintenance and other events, and this may limit and control the times/locations of access. In all instances the College will take precedent over the passholder.

C. Practice Statements

1. This practice applies to all persons and is valid for all days/evenings except for those on which the College buildings are closed (e.g., statutory holidays, Christmas shutdown, closures for repair, etc.).

Security

2. The College retains under contract an outside security organization. The responsibility for the administration of this contract rests with the Vice President, Corporate Services through the Campus Security Services Manager. Every effort is made to provide Campus Security Services at a reasonable cost. This, however, does require a great deal of co-operation from students, staff and faculty.

Hours of Access

3. College campuses are normally open from 7:00 a.m. to 12:00 a.m. on weekdays. Some buildings may be open on Saturdays and Sundays from 7:00 a.m. to 12:00 a.m. as required for approved programs or special events. Should a student require entrance to a locked building or room, they must bring a fully completed Building Pass form (Attachment A) and College photo identification to the Campus Security Services Office and sign in the Campus Security Services log book. College staff/faculty requiring entry to a locked building or room must attend the Campus Security Services Office to request access and they must provide College photo identification.

4. Should a person require access beyond the normal building hours of operation, they must have authorization to be in the specified area (Building Pass form), contact Campus Security Services via telephone to meet at one of the building entrances, sign in the Campus Security Services log book located in the Campus Security Services Office and provide the building pass with College identification to Campus Security. In addition to the above-noted regulations, Broadcasting – Radio, Television and Film (BRTF) program students are also required to provide their Press Pass card in order to access rooms after 12:00 a.m.

Identification

5. At all times other than noted above, students and staff requiring entry into buildings must carry Niagara College staff/student/faculty photo identification on their person at all times, and are required to sign the Campus Security log book located at the Campus
Security Services Office upon arrival and departure from the assigned area. Campus Security Services staff is instructed to ask any person to vacate an area who:

a) has not signed the Campus Security Services log book upon arrival on campus;

b) is not an authorized key holder for the area in which he/she is found (system key(s) are the property of Niagara College and cannot be copied, loaned or transferred);

c) refuses to produce government-issued photo identification or Niagara College faculty/staff/temporary staff/student card. Students must provide a Niagara College student card in conjunction with a fully completed Building Pass or Location Permit form; and

d) is in a restricted area within the College.

6. Campus Security Services or College staff/faculty have the right to evict occupants who fail to produce identification and a valid Building Pass form upon request and/or whose behavior is deemed disruptive or unacceptable; and, failure to follow the eviction notice will result in police involvement.

**Building Pass**

7. During the hours of access, but outside of normal class hours, students requiring access to locked teaching areas of the College require a properly completed Building Pass form. Anyone without such a pass in their possession with proper identification will be asked to vacate the area in which he/she is found; and, failure to do so will result in a trespass notice being issued and/or police involvement. At all times there must be a qualified College employee supervising the students working in the areas listed on the building passes. Failure to have a College staff member present will result in loss of access.

8. The BRTF program may substitute the Building Pass form for a Location Permit form (properly completed), where there are more than four persons within the group for an approved film shoot. At all times there must be a qualified College employee supervising the students working in the areas listed on the building passes. Failure to have a College staff member present will result in loss of access.

**Staff Access**

9. The Deans or their selected delegate will be responsible for maintaining a key(s) for their department which opens all doors to their area. This key keeper will also be responsible for naming a back-up person to maintain this key(s) when they are away from the College. Should a department member find themselves without their assigned key(s) and unable to enter their office, the key keeper or back-up person, and not Campus Security Services, is to be contacted for gaining entry. This department key(s) is not to leave College property and is not to be copied, loaned or transferred. The alteration of College key(s), lock(s) or mechanisms is prohibited.
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Hazardous Labs

10. A hazardous lab is defined as but not limited to: any Construction, Automotive, Welding, Manufacturing, Automated Systems, Laser, BRTF Studio, Computers/Radio, Health Sciences, Dental, Science, Wine/Beer manufacturing and Culinary labs. Additionally, areas that are not defined as a hazardous lab are any facility that is a student open access lab (SOAL), classroom, lecture hall or common gathering area on campus.

Emergency Situations

11. During an emergency situation, Campus Security Services staff has the right to close campus buildings and/or prohibit entry or access of any individuals at any time.

Competent Person

12. A competent person is defined as an individual that is qualified because of knowledge, training and experience to organize the work and its performance; a person who is familiar with the Occupational Health and Safety Act (OHSA) and the regulations that apply to the work being done and has knowledge of any potential or actual danger to health and safety within the workplace.

D. Related Documents and Links

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