Building Access Policy
University of Alaska Southeast—Sitka Campus
Version 1 -- 14/08/2006

Introduction:

This policy is to ensure that University facilities and property are only accessed for authorized purposes, that compliance is achieved with all Health & Safety, statutory and University regulations, while at the same time providing an open, safe, comfortable and efficiently run environment that contributes towards meeting the teaching and research objectives of the University.

Definitions:

For the purposes of this policy, the following definitions apply:

Staff: a person who is engaged for paid employment with the University of Alaska Southeast by way of an employment agreement, personal contract, or through official arrangements with another organization.

Student: a person who is an enrolled student at the University of Alaska Southeast, or through official arrangements with another organization.

Visitor: a person from the community, an external agency or associated organization, including but not limited to Temporary Staff, Contractors, Consultants, Learning Center Patrons, Visiting Faculty, and Public/Private School Students.

Management & Security:

Access to the University of Alaska Southeast—Sitka Campus is through the campus Director, who is responsible for the overall approval and management of access to University of Alaska Southeast—Sitka campus buildings and their surrounding area.

Building access will be managed to provide protection to the University community and property while continuing to assist in the provision of an open, safe, comfortable and efficiently run environment that contributes towards meeting the teaching and research objectives of the University. As a further safety measure, the University’s Staff may, from time to time, undertake spot checks of persons on site to ensure that only approved individuals are on site.

Key request forms may be obtained from the Instructional Services Management Counter.
Safety:

Building access will be managed to assist the University of Alaska Southeast—Sitka Campus to meet its obligations under Occupational Safety and Health Administration, State of Alaska and Board of Reagents guidelines, and other applicable statutory requirements.

Children are not allowed in high-risk areas! Access the complete guidelines for Children on Campus at <http://www.uas.alaska.edu/facilities_services/safety.html>

Guidelines:

Visitors are not allowed access to University of Alaska Southeast—Sitka campus buildings and their surrounding area without first obtaining permission from the Campus Director, who is responsible for the overall approval and management of access. The Director has delegated this responsibility to the Instructional Services Management Staff during posted campus operating hours. During normal hours of operation, visitors may sign-in and request permission from the staff at the front counter. For after-hours access, visitors should contact the Campus Director with their request.

Visitor access to University of Alaska Southeast Sitka campus buildings and their surrounding area will normally be granted to individuals on official business e.g. an advising appointment, attending a meeting or other UAS sponsored event.

No loitering is allowed in University of Alaska Southeast—Sitka campus buildings and their surrounding area.

Due to the proximity of the Mt. Edgecumbe High School (MEHS) to the UAS-Sitka Campus and due to the unique relationship between UAS-Sitka and MEHS students, additional restrictions have been placed on MEHS students. These restrictions have been put in effect to ensure that MEHS students meet both their institutional requirements for class attendance and accountability, in addition to the University’s desire to provide an open, safe, comfortable and efficiently run environment that contributes towards meeting teaching and research objectives. Accordingly, MEHS students who are officially enrolled in a UAS class are still considered as “visitors” unless they are actually proceeding to, from, or attending a scheduled class or engaged in a class related activity. **While not directly engaged in a class related activity, MEHS students must comply with the “visitor” guidelines.**