

aid in the administration of this policy. It is the intent of this policy to make systematic progress to update physical improvements across campus to eliminate the use of exterior traditional physical key access to UAA buildings. Further, in accordance with the UAA Security masterplan, as funding is identified, additional access control will be provided throughout UAA buildings and the campus spine to facilitate controlled access and maintain security and safety of our campus spaces.

- **Affiliates:** persons collaborating with UAA faculty, or visiting researchers working with faculty. Also includes equipment vendors, contractors, and other third parties engaged in business on behalf of the university.
- **Alumni:** persons with at least 12 credit hours or graduated from the University of Alaska system, specifically but not limited to the Anchorage campus and associated community campuses.
- **Building Managers:** Building managers act as the primary point of contact for service department concerns that, for the most part, involve the entire building. The building managers generally assist with the following: communications, annual building inspections and meetings, periodic building and safety checks, consolidation of building access requests, and annual evacuations and operations emergency plans coordinated through the emergency management office. Click here to learn more about the program.

Campus Community: Faculty, Staff (herein referred to as employee), Student, Alumni, approved affiliates, third party vendors, or contractors.

Campus Status:

Open Status: The open status designates the time the building is unlocked and open to . visitors. Each building publishes its open hours which are generally Monday

Hazard Classifications and Risk Assessment: There are low hazards, moderate hazards, significant hazards, and extreme hazards associated with building access. Refer to the Controlled-Space Access Plan for additional description of hazard classification.

EHSRM or EHS: UAA Environmental Health Safety Risk Management Department **Employees**



after hours.

While visitors are generally not allowed in open-tiered access times or in closed buildings during after-hours campus closure and on weekends, exceptions can be made in certain circumstances. Exceptions include:

- Employees may escort a Visitor with supervisor approval
- Requires the employee is with the visitor at all times.

Students, Student employees and affiliates can obtain approval for building access during after-hours campus closure and on weekends. For access to lab spaces, follow the Controlled-Space Access Plan. Otherwise, fill out an Access Request form and submit it for the signature of the appropriate authority. The request needs to include the following information:

- Statement of need. Unsupervised after hour access requires a legitimate business reason.
- Access requirements: location, room, date, hours requested
- Activity designation: define what specific activity you will be doing after hours.
- Keep the approval certificate with you at all times and provide copy upon request during periodic sweeps by UPD.
- Minor students require additional consultation with EHSRMS

Employees, Students and Affiliates shall present their WolfCard or employee ID, upon request while on campus.

In absence of a Wolfcard, access shall be coordinated with UPD.

Events may be scheduled during after hours (weekends and holidays) by using the University Scheduling Software and may be subject to additional criteria:

 The affected buildings will be considered in open status when an event is scheduled.

D. WolfCard Use Requirements

The Wolfcard is intended to be used the entire time you are associated with the University of Alaska Anchorage. Since it is your personal University identification card, it should be carried at all times and must be presented to University officials upon request. The card is non-transferable.

You can obtain a WolfCard at the Cashiering Office on campus.

A lost or stolen card should be reported **immediately** to the Cashiering Office or UPD.

Cards damaged due to normal wear and tear will be replaced at no charge.

The University reserves the right to charge a replacement fee for lost or





D.	Policy updates require full cabinet approval after being submitted to governance groups for comments / suggestions. When a comment or suggestion from a governance group is not incorporated into the policy it will be submitted to the full cabinet with an explanation why it was not adopted when the policy update is submitted.			