

VCU POLICE DEPARTMENT

Access Control and Emergency Communication Center Inclement Weather Policy



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NOTIFICATION

Upon official notification that the University is closing due to inclement weather, the Emergency Communication Center (ECC) will be immediately notified at 828-1234. Once the ECC is notified, the ECC Dispatcher will confirm the closing by calling the inclement weather number (278-1727). The following personnel will be contacted by ECC in the following order:

- 1) Access Control Programmer
- 2) Patrol Commander
- 3) On-duty Security Supervisor
- 4) Access Control Manager
- 5) Security Manager
- 6) Deputy Chief of Support Services
- 7) Chief of Police

LOCKING RESPONSIBILITY

The Access Control Programmer will be notified of the inclement weather closing times. The programmer will immediately cancel unlocking commands for all buildings. The order of the buildings will be according to a pre-determined priority list. This list should prioritize the buildings according to the scheduled unlocking times.

The Access Control Manager and Programmer will be responsible for providing and updating the Access Control Inclement Weather Building lists. They will each maintain a copy of the Access Control Inclement Weather Building list. A copy will also be posted in the ECC Standard Operating Procedures manual and Access Control manual.

The Access Control Programmer will schedule each building to lock down until 15 minutes prior to the predetermined opening times. The programmer will notify the ECC once all buildings are secure. The ECC Dispatcher at the access control station will be responsible for ensuring that the buildings unlock at the new scheduled times.

During "early" inclement weather closings, the programmer will begin entering the new closing times no later than one hour before the University closing time. Special requests to delay locking times shall come from Vice Presidents or their designee.

EARLY UNLOCKING REQUESTS

ECC will honor requests from Vice Presidents or their designee to unlock specific buildings earlier than the above-designated time. These unlocking requests will be handled at the actual time the request is made. No requests will be delayed or scheduled to be unlocked at future times. The Vice Presidents or their designee shall provide the ECC with the actual door(s) or door group(s) to be unlocked.

POSTING PROCEDURES

A copy of this directive will be placed in the ECC Standard Operating Procedures manual and the Access Control manual. The Deputy Chief of Support Services, the Access Control Manager and the ECC Manager will review this directive October 30th of each year. The ECC Manager will be responsible for distributing this directive to all ECC staff after each review. Each Vice President and manager/coordinator for electronically controlled buildings will be given a copy of the directive.