

**ELIZABETH CITY STATE UNIVERSITY**  
**Building Access Policy**

**Preamble**

The safety and security of the faculty, staff and students are important to Elizabeth City State University. This policy provides measures to ensure the security of individuals working after hours in university buildings and safeguards equipment and materials housed within university buildings. The following measures provide maximum security and protection for all concerned while providing convenient access to the buildings.

- A. Every academic building has opening and closing schedules, including weekends, scheduled classes and special events. Building “open hours” are defined as times buildings are available for scheduled classes, meetings, and labs or for conducting of university activities and business. University Police Staff establish the identity of all persons who are inside of the buildings after university business hours.
- B. Any student (undergraduate & graduate) that is required/permitted to remain in a building after the building is locked must have a university picture ID and a valid building pass in their possession identifying the specific spaces they are authorized to be in after the buildings are locked. Authorized spaces must be identified by specific room number. Authorized individuals remaining within the buildings have the right to request to see another valid ID and/or pass. If an authorized individual notices something suspicious or if they require assistance, they should immediately contact University Police.
- C. Students under the direct supervision of a faculty or staff member do not need a building pass to remain after a building is locked. “Direct supervision” is defined as physically being in the same space as faculty or staff members who can confirm that the individual(s) present has/have authorized access. The supervising faculty or staff member must have a university faculty or staff ID card in their possession.
- D. Individuals remaining within university buildings after they are secured do so at their own risk. Individuals who do not provide a university faculty/staff ID or student ID accompanied by a valid building pass will be escorted from the building. University Police will confiscate any ECSU keys in the possession of persons noncompliant with this policy. Confiscated keys may be picked up the following business day after verification from the authorizing department that all confiscated keys were checked out to the individual. University Police may request assistance from the Elizabeth City Police Department and/or Pasquotank Sheriff’s Office in the event of a breach of security or any law violation.
- E. No door shall be blocked open in any building once the doors are locked.
- F. Keys are issued to authorized personnel only.

- G. Building evacuations are mandatory for all fire alarms.
- H. If it becomes necessary to enter an alarmed area, University Police should be notified immediately that you are entering an alarmed area (giving exact location). University Police should be notified once you have reset the alarm and left the building.