

Standard Operating Procedure (SOP): After-hours Campus Access and Escort Procedures

This SOP details the **after-hours campus access and escort procedures**, including authorized entry protocols, identification requirements, security escort assignments, emergency contact information, and adherence to campus safety policies. The goal is to ensure the safety and security of all individuals accessing the campus outside regular hours by providing clear guidelines for access control and escort services.

1. Purpose

To outline the standard procedures for authorized after-hours campus access and assignment of security escorts, ensuring campus safety and adherence to all relevant policies.

2. Scope

This SOP applies to all students, faculty, staff, visitors, and security personnel seeking or facilitating after-hours access to campus facilities.

3. Definitions

- **After-hours:** Any time outside the defined regular operating hours of the campus.
- **Authorized Personnel:** Individuals approved for after-hours access by their department or campus security.
- **Escort:** A campus security staff member assigned to accompany individuals while on campus after hours.

4. Procedures

- 1. Requesting After-hours Access**
 - Submit an **After-hours Access Request Form** to the Campus Security Office at least 24 hours in advance.
 - Requests must include: name, contact information, reason for access, expected duration, and required areas of campus.
 - Approval must be obtained from the relevant supervisor and Campus Security.
- 2. Identification Requirements**
 - All individuals must carry and present a valid campus-issued identification card when accessing campus after hours.
 - Visitors must be accompanied by a sponsoring staff or faculty member and must sign in at the Security Desk.
- 3. Entry Protocols**
 - Enter campus through designated after-hours access points only.
 - Check in with Security at the main entrance to verify authorization and receive an after-hours access pass, if applicable.
 - Security will log entry/exit times and update the access roster.
- 4. Escort Procedures**
 - When requested or deemed necessary, a campus security officer will be assigned as an escort.
 - The security escort will accompany the individual(s) to and from the required location(s) on campus.
 - Escorts are available upon request by calling the Security Office (see Emergency Contacts below).
- 5. Departure and Exit Procedures**
 - Inform Security when leaving the premises.
 - Return the after-hours access pass (if issued), and sign out at the Security Desk.
- 6. Emergency Situations**
 - In the event of an emergency, contact Campus Security immediately (see below).
 - Comply with all instructions from security personnel and emergency responders.

5. Emergency Contact Information

Contact	Phone Number	Location
Campus Security Office	555-123-4567	Main Entrance, Building A
Emergency Response	555-000-9111	All Campuses

Facilities Management	555-987-6543	Building Services
-----------------------	--------------	-------------------

6. Adherence to Campus Safety Policies

- All individuals must comply with campus safety regulations and instructions from security personnel.
- Unauthorized access or failure to follow protocols may result in disciplinary action and/or loss of after-hours access privileges.

7. Revision and Review

This SOP will be reviewed annually and updated as needed to reflect changes in policy or campus security requirements.