

## SUFFOLK COUNTY COMMUNITY COLLEGE

### SIGN IN/OUT PROCEDURE WHEN THE COLLEGE IS OFFICIALLY CLOSED

The following procedures will be followed by all persons, including faculty, administrators, staff, visitors, contractors and vendors requiring access to any campus whenever the College is officially closed. The Office of Public and Fire Safety personnel will provide access adhering to the prescribed procedures.

#### ALL CAMPUSES

- All persons must present a SCCC college photo identification card. Minors under the age of 17 must be accompanied by an adult.
- In addition, the Office of Public and Fire Safety must have prior notice for vendors, contractors and special Plant Operations projects on any campus between the hours of midnight and 5:30am; unless the individual is scheduled to work during this time.
- Individuals must provide the following information to the Public Safety Officer: name, vehicle plate number, building and room location, room telephone number or cellular phone number, estimated departure time and purpose of visit.
- In addition to signing in, all persons must notify Public Safety, in person, when they are departing and Public Safety will record the official departure time.
- Contractors and vendors performing work when the College is closed must have prior approval from the campus Executive Dean or designee.
- **NO PERSON WILL BE GIVEN ACCESS TO ANY OFFICE OR OTHER WORK SPACE THAT IS DESIGNATED FOR ANOTHER PERSON.**

#### AMMERMAN CAMPUS

- Access to the Ammerman Campus will only be permitted via the College Road Guard Booth entrance.
- All persons entering the campus must stop at the College Road Guard Booth.
- In addition to signing in on arrival, all persons must stop at the College Road Guard Booth and sign out when departing.

- Public Safety can be reached by dialing 311 or 4242 from any college phone or 451-4242 from a cellular phone.

### **EASTERN CAMPUS**

- Access to the Eastern Campus requires advance notice to the Office of Public Safety.
- All persons entering the Eastern Campus during times when the college/campus is closed must call 451-4242 for the College Public Safety dispatcher for access to buildings.
- In addition to signing in on arrival, all persons must sign out when departing campus.
- Access will not be permitted between the hours of midnight and 5:30 am.
- **All persons must leave the campus by 11:00pm.** The gates will be secured at 12:00 am.
- Public Safety can be reached by dialing 311, 3636 or 4242 from any college telephone or 548-3636 or 451-4242 from a cellular phone.

### **MICHAEL J. GRANT CAMPUS**

- Access to the Michael J. Grant Campus will only be permitted via the Wicks Road entrance.
- All persons entering the Michael J. Grant Campus during times when the college/campus is closed **must** call 451-4242 for College Public Safety dispatcher for access to buildings.
- In addition to signing in on arrival, all persons must sign out when departing campus.
- Public Safety can be reached by dialing 311, 6777 or 4242 from any college telephone or 851-6777 or 451-4242 from a cellular phone.

## **SAYVILLE CENTER AND RIVERHEAD CULINARY ARTS CENTER**

There will be no access to the Sayville Center and the Riverhead Culinary Arts Center whenever the College is closed for business unless a special event has been previously approved for either location.

**Approved by Executive Council June 14, 2011**