



March 24, 2023

**MEMORANDUM**

TO: Strategic Enterprise Risk Management Committee (SERMC)

FROM: Krista Dillon, Sr. Director of Operations, Safety & Risk Services

RE: Eugene Campus Holiday & Academic Break Door Locking Procedure

---

The purpose of this memo is to outline a proposal for a formal procedure for handling UO Eugene Campus facility access during Holidays and Academic Breaks.

Finance & Admin Shared Services IT (FASS-IT) asked Safety & Risk Services (SRS) for guidance on how doors should be handled during holiday and academic breaks. There has been an informal plan over the years and they are looking for clarity to program doors ahead of time and help communicate with campus partners about what to expect. The Campus Vulnerability Assessment Team held a brainstorming session with other campus partners in mid-September to talk through options for doors during these times. Over the last three years, decisions had been made, sometimes at the last minute, to lock buildings during academic breaks due to vandalism incidents and due to low numbers of people in buildings to help keep an eye out for issues. Additionally, our COVID lockdown proved that a more locked posture can be successful.

Based on the feedback of the group, the following is being proposed as the way to address building open status during holidays and Academic Breaks.

- Holidays:
  - o All buildings are locked with the following exceptions:
    - EMU may be open if they are not closed for the holiday.
    - Housing dining facilities may be open if the holiday lands during the academic term
  - o Assumptions: Faculty, staff and student employees who may need card access already have it.
- Academic Breaks:
  - o These are defined as:
    - Winter Break
    - Spring Break
    - The week between Spring term and Summer Term (except

**SAFETY AND RISK SERVICES**

1260 University of Oregon, Eugene OR 97403-1260 T (541) 346-3192 F (541) 346-7008 [safety.uoregon.edu](http://safety.uoregon.edu)

*An equal-opportunity, affirmative-action institution committed to cultural diversity and compliance with the Americans with Disabilities Act*

- for commencement day if that lands on a weekday)
  - It will NOT include the week of welcome/move in because of the amount of activity around campus.
- It is noted that the Law School has a slightly different academic schedule and their locked status should follow this procedure but with their specific break dates.
- Locked doors would apply to all buildings EXCEPT those with public facing services:
  - EMU
  - SRC
  - Housing facilities with dining facilities
  - Oregon Hall
  - Thompson University Center
  - University Health Services
  - Clinical Services
  - Outdoor Program
  - Museums
  - Student Welcome Center
  - Transportation Services
  - UOPD Lobby
  - Olum Child Development Center
  - Knight Library
- Assumptions:
  - Staff and student employees should already have the card access they need to access their direct work spaces. There may be cases where employees may need access to buildings other than their primary place of work.
  - Some buildings not on the exempt list may request to be unlocked. Established criteria would be required for allowing that. Criteria may include: requirement that the building entry is staffed to monitor access, special events open to the public are schedule in the space, and requirement that the spaces utilize the EMS system for event scheduling. Approval of unlocking a building that is connected to another building should be closely evaluated. The Campus Vulnerability Assessment Team can be the group authorized to approve these requests.
  - This approach will create delivery issues during these

periods of time. The COVID recommendation to explore and develop centralized receiving should be pursued to assist with this issue in the long term. It is not feasible to create a solution to address this issue for such short durations.

The following units and groups were consulted on this proposal:

- University Housing
- Information Services
- SRS (EHS, LIL, EMC, Risk, UOPD)
- CPFM (Facilities Services, Design & Construction, Campus Planning)
- Registrar's Office
- FASS IT
- College of Arts & Sciences
- Provost Office
- OVPRI
- SSEM
- EMU
- Printing
- Mail Services
- PCS
- Libraries
- Chiefs of Staff