



Kutztown University Policy STU-011

Gates and Barriers

A. Purpose

To establish a policy and procedure to minimize access to areas secured by fence and/or gates or other such barriers intended to reduce risk of personal injury, trespassing or other activity (i.e. theft of equipment or materials).

B. Scope

This policy and subsequent procedure shall apply University-wide and under normal operating conditions.

C. Definition(s)

Barrier - a movable gate or other device that is intended to prevent access to an area.

Fence - a barrier intended to prevent intrusion or to mark a boundary.

Gate - a device for controlling passage between two areas.

D. Policy & Procedure(s)

This policy shall affect those areas controlled by a gate or other barrier designed to restrict access for reasons of safety and/or security. Such areas include, but are not limited to: Rothermel Hall (DMZ), the water towers, quarry and maintenance complex.

For Risk Management purposes, gates at the entrances to the quarry, and to any fenced area (excluding Maintenance) shall remain closed and locked at all times.

The gates at the Maintenance Complex shall be closed and locked from 11:00 PM to 6:00 AM to safeguard the vehicles and supplies kept therein.

Gates at the entrances to athletic facilities, such as the football stadium/track and tennis courts, shall be governed by athletics and excluded from this policy.

Personnel authorized to access an area controlled by a gate or barrier, shall do so for official business.

Policy STU-011

Access control (keys) shall be the responsibility of the Physical Facilities Department. Keys may be cut and issued to vendors and/or contractors who have an annual contract to provide service to the University. Physical Facilities shall be sure keys are returned upon termination of the contract or agreement.

It shall be responsibility of each department to inform outside vendors or contractors, under their control, of these policies and procedures.

If a person enters an area with a motor vehicle, the driver of such vehicle shall drive no faster than 5 miles per hour.

This policy may be altered, when conditions warrant otherwise. Such conditions may include move-in and move-out day, snow removal, etc.

When an authorized person has need to enter an area secured by a locked gate, that person shall unlock the gate, enter the area and then close and lock the gate behind them. When an authorized person has need to exit an area secured by a locked gate, that person shall unlock the gate, exit the area and then close and lock the gate behind them.

If a person, contractor or vendor has need to enter an area controlled by a locked gate and does not have a key, he/she may secure a key from the Public Safety and Police Services communications center.

The person securing the key shall provide some form of identification to obtain the key. The ID will be retained until the key is returned to the communications center.

Communication center personnel shall make the party, borrowing the key, aware of the procedures outlined in Sections 5.1 & 5.2.

Should there be any question on this procedure, the Director of Public Safety and Police Services may be contacted by dialing Ext. 34002.

E. Effective Date

February 1989

F. Last Reviewed

Reviewed 10/2007

August, 2010

August, 2011

August, 2012

August, 2013