

Sullivant Hall

ACCAD Student Security and Etiquette

v. 8/25/2014

To ensure that everyone in our community is part of an enjoyable, productive and safe work environment at ACCAD, we ask you to adhere to the following policies.

Sullivant Hall's exterior doors are open from 8am – 5pm on Monday – Friday. After hours the building is locked and your BuckID is REQUIRED for access. Sullivant's exterior door alarms are activated. They will sound after 75 seconds when the door is propped open during after hours and will sound immediately on a forced open.

ACCAD is locked at all entrances 24/7 and your BuckID is REQUIRED for access. We keep our facilities locked for the safety and security of our facility and community.

Do not open ACCAD doors to others who do not already have BuckID access.

Do not open the door or provide access to the building for people.

Those who belong in the building should have their BuckID Access keyed to their cards.

During the OSU football season people may attempt to access our building hoping to use our restrooms. Do not provide access to our building to anyone. Also understand that parking around the building on game days is very difficult and **CABs service is suspended**. Please plan accordingly.

Should an emergency occur call the OSU Police by dialing 9-1-1
OSU Police General Non-emergency 614-292-2121

ACCAD shares its Sullivant space with the Cartoon Library, the departments of Dance and Arts Education, Administration and Policy. As a working academic building, you are expected to show respect for others working in the building by exhibiting professional work conduct.

Any person who violates our policies will have their building privileges rescinded.

Please report any problems or incidents to your course instructor or to ACCAD's Director, Maria Palazzi, palazzi.1@osu.edu

Keeping yourselves safe at night

Please **exercise caution when leaving the building** at night or in off-hours.

Make use of the OSU Escort Service (614) 292-3322

http://www.ps.ohio-state.edu/sss/escort_info/

Consider going to your car or the bus with another student so that you are in pairs.