

## Campus Lockdown Schedule

### Monday thru Friday

- Office hours are restricted from 9:00am to 1:00pm.
- The gates will be opened by approximately 6:00am and closed/locked by 6:00pm (allowing time for mail and package deliveries, but stopping access from anyone wandering onto campus).
- Between 9:00am and 1:00pm, the following doors will be unlocked for building access: **Main** (office reception door only); **Education** (southwest double doors [first set]); **Modulars** (none).
- All buildings and rooms/offices will be locked by 1:00pm (or sooner if we know the buildings/rooms will not be used on any particular day).
- Building alarms will be disarmed during the day and re-set upon departure by Facilities staff.

### Saturday and Sunday

- There will be no one on campus on weekends during this time of campus closure; the gates will be closed and locked.
- Building alarms will be set.

### Note

- If you are on campus, please park your car in the back lot, behind the modulars.
- Please do not leave your car on campus overnight during any of these days.
- Because of the skeleton crew we will have onsite, please let a facilities staff person know when you are leaving campus for the day so we can lock up behind you (**Facilities Phone:** 601 or 916-416-0533).

Let Dan know if you have any questions.