

## Rollins School of Public Health Building Operations Policies

### Hours of Operation:

- The Rollins School of Public Health Buildings (Claudia Nance Rollins Building, Grace Crum Rollins Building, and R. Randall Rollins Building) are open from Monday through Friday, with operating hours from 6:30 am to 7:00 pm during the academic year, Fall and Spring Semester.
- When classes are not in session, the Rollins School of Public Health Buildings will be open from 6:30AM – 5:00PM. Please note that building hours may be subject to change when classes are not in session.

### Public Access:

- The building is accessible to the public during the specified operating hours.
  - Please note that as of Fall 2024, RSPH remains on card access until further notice. Which means the following:
    - All Emory community members can enter RSPH common spaces during operating hours, using their Emory ID.
    - Members of the RSPH community have 24-hour access with their Emory ID cards. Any visitor or guest of an RSPH community member must be escorted by their host and is their responsibility during their visit.
- After specified operating hours, all non-RSPH guests who are not attending approved after-hours meetings and events, or is not a guest of an authorized RSPH community member, may be asked to vacate the building(s).
- All individuals that are in the building(s) after specified operating hours may be asked to provide their EmoryCard to confirm their affiliation with Emory University.

### **Physical Security Breaches for Unauthorized Users.**

- **EmoryCard Access Required:** After hours entry into the building is allowed exclusively through EmoryCard access for students, staff, and faculty within the Rollins School of Public Health. Individuals without authorized cards or permissions will not be permitted to enter.
- **Unauthorized Access:** Entry doors are monitored using security cameras. Unauthorized access to the building outside of regular hours will be treated seriously, and such incidents will be subject to honor and conduct code review (for students) or reported to the individual's supervisor (for faculty and staff). Unauthorized access includes, but are not limited to, the following:
  - **Tailgating:** Tailgating is prohibited. This is defined as an unauthorized party that follows closely behind an authorized person to gain entrance somewhere without proper credentials (Emory ID).
  - **Piggybacking:** Piggybacking is prohibited. This is defined as an authorized user gaining access to a restricted area and helping an unauthorized user enter the building. i.e. RSPH or non-RSPH individuals granting access to unauthorized users into any of the RSPH buildings after hours or weekends.
  - **Forced Entry and Malicious Damages:** Any attempt to forcibly break into a property typically by damaging a lock or activating the fire safety protocols for glass doors or breaking the glass, window or door to gain unauthorized access into any RSPH buildings. Breaking into or entering a

locked room, office, or facility of the university, or a space that is clearly restricted, is not permitted.

- **Intentional Unauthorized Access:** Intentionally gaining unauthorized access by remaining in closed or secluded areas afterhours, including but not limited to, restrooms, closets, classrooms, conference rooms, or office spaces is prohibited.

### **Compliance:**

- All individuals are expected to adhere to these building hours and access policies. Failure to comply may result in disciplinary measures as outlined in the students' respective honor and conduct code policy. Faculty and staff who do not adhere to this policy will be reported to their respective supervisor.

We appreciate your cooperation in maintaining a secure and orderly environment within the Rollins School of Public Health buildings. If you have any questions or concerns regarding this policy, please contact the Fulfillment Services Department.

### **Additional Building Contact Information**

- All general building questions, non-emergency incidents, or to report building security concerns, please contact the Fulfillment Services Department – 404-712-6996 or visit this website : <https://sph.emory.edu/about/building-information/index.html>
- After-Hours Emergencies, please contact Emory Police Department @ 404-727-7463
- For more information related to Emory Safety and Security, please visit the following websites: [Public Safety](#) and [CEPAR](#)
- EmoryCard Inquiries: <https://www.onecard.emory.edu/emorycard/>
- Workplace or Building Accessibility Services  
visit: <https://accessibility.emory.edu/workplace-access/employees/index.html>
- [Service Animal Information](#)