

# Procedures

## Academic Buildings and Other Facilities

During the academic school year our academic buildings and other facilities are accessible to members of the campus community and to guests and visitors during the day and evening hours.

The specific hours of operation are determined by the appropriate department head (faculty or administrative). Access to these buildings and facilities after hours (and when the college is not in session) is in accordance with the access control policies established by the designated department head and the WPI Police Department (access is on an as-needed basis only).

## Residence Hall Facilities

WPI's the Housing & Residential Experience Center staff provides all resident students with information concerning residential security and safety policies and procedures, including guest access policies ([also available online](#)).

Other security-related issues that are discussed with our resident students include:

- Key control issues
- Locking mechanisms
- Alarm systems
- Fire safety
- Personal safety (street smarts)
- Entrances and exits security (doors and windows)

During holidays and other periods when classes are not in session, some or all of the residence facilities are closed. Those students who have been authorized to live on campus during that time are registered with the Housing & Residential Experience Center and the WPI Police Department. The security and safety policies and procedures that apply during the academic year are in effect during these periods as well.

# Athletic Facilities

Use of WPI's athletic facilities is reserved for WPI community members only. WPI IDs may be required by security staff or by police personnel. Visitors must obtain temporary passes from WPI Athletic Director before using the facilities.

## Other Security Considerations

WPI Police Department personnel work closely with Facilities personnel to ensure that our buildings and grounds are safe places to study and work. Ongoing safety- and security-related inspections are conducted and deficiencies are promptly reported. A Facilities work order form is completed and repairs are made. These inspections include:

- Locking systems
- Alarm systems
- Lighting checks
- Emergency phones
- Exterior doors and windows
- Landscaping along frequently traveled pathways
- Roadways, parking lots, and sidewalks
- Laboratories (safety checks are conducted by WPI's Environmental Health and Safety Officer in cooperation with the appropriate Department Head).

**WPI Police**

**Emergency  
Preparedness**

**Environmental  
Health & Safety**

**Living on Campus**