**SECURITY POLICY  
for The National Center for Physical Acoustics**

1. Building access to the exterior at **ALL TIMES**
   1. Access is restricted to only three doors **at all times** (EXCEPT in cases of EMERGENCY) FRONT, BACKDOOR at end of hallway, LOADING DOCK (EAST end; not Machine Shop loading dock)
   2. Machinists (Paul and Ronnie) will have use of the Machine Shop doors and hallway door near the Machine Shop.
   3. Exceptions for access through other doors might be granted under certain circumstances for a limited time. Send an email request to LaTonya.
   4. Nerd node doors must be locked at all times. After use, they must be relocked.
   5. No propped doors.
2. Afterhours access to building
   1. Afterhours are considered to be M-F 6:00 PM – 7:30 AM and all day Sat-Sun and holidays.
   2. Only persons with authorized access to the building are permitted to access the building afterhours.
   3. Accompanying persons/visitors are allowed afterhours access under the direct supervision of an authorized person.
   4. Accompanying persons are not allowed to roam the building, be in other Research Group areas, etc.
   5. It is EVERYONE’S individual responsibility to make sure that doors close and lock when they enter or exit the building afterhours. Do not rely on buzzers, clicks, and auto door closers.
3. Consequences for compromising NCPA building security
   1. First offense - Warning
   2. Second offense - Automatic loss of afterhours privileges for 30 days
   3. Third offense - Permanent loss of afterhours privileges

UPD will not be entering the building solely due to propped door alarms or forced entry alarms. This means that the NCPA employees must be diligent in securing our building and calling UPD if they see anyone in the building that they do not recognize. You may call 4-911 from a campus phone or call 915-7234. Also, you are encouraged to download the LiveSafe free mobile safety app that is provided to all students, faculty, and staff. LiveSafe provides you with a direct communication with UPD.