



CAMPUS ACCESS POLICY

Of

The American College of Greece

Purpose of the Policy

To provide a framework for best operational practice promoting personal safety and campus security of students, visitors, faculty and staff, so that the ACG is able to minimize risk and respond effectively to any security incidents that may occur

One of the best ways to enforce safety is awareness and this is the role of the “ACG security policy.” Special security services, policies and procedures have been established in order to help educate the community and to help foster the safest possible environment for all.

General Security

It is imperative that every member of the College Community continues to be “security conscious”. Security checks and limitations on unrestricted access to the ACG campus, may be necessary to ensure personal safety, and the protection of College facilities and personal property.

Your Safety and Security

ACG strives to maintain an atmosphere in which each student can grow and become a responsible member of society. Part of that process includes taking responsibility for one's own actions, and learning to ensure one's own personal safety and the safety of one's belongings.

Campus safety and security

Campus security officers play a major role in supporting the day to day operations of the College. Effective campus security is achieved by working with respect and in compliance with ACG policies and procedures.

ACG security guards, who patrol the campus 24 hours a day, 365 days per year, have the authority to question anyone suspected in violating College policies on campus.

A shared responsibility:

The Security Policy applies to **ALL** students, faculty, alumni and staff of the College, and all other users authorized by the College, including:

- Guests/visitors/parents
- Suppliers/ contractors

Basic Security Precautions

Every member of the ACG community is asked to observe the following:

1. Always carry your parking permit which needs to be displayed in your vehicle in order to enter the ACG parking lot, as well as an appropriate personal identity document and be able to produce it when asked to show proof of identity by the security officer(s) at the gate.
2. Parking is not allowed within the yellow striped areas as seen outside the Deree Faculty Lounge/Deree Main Corridor/CN roundabout.
3. Report immediately to the nearest security officer, any suspicious person, object, or incident observed in or around the ACG property.
4. Co-operate when necessary in practice drills for the evacuation of buildings in an emergency. The emergency protocol procedure (EPP) is posted in the blackboard under Campus Services policies.
5. Become familiar with the alarm signal for emergencies. Know the location of fire points and first aid boxes, and understand the fire precautions and fire fighting procedures.

6. The ACG campus is closed to all personnel and visitors Monday to Friday after 22:00 and Saturdays after 17:00 (**ACG Opening hours Monday-Friday 07:30-22:00 & Saturday 10:00-17:00**) except in the case of a special function/event or permit granted by the office of Operations.

Responsibilities for Security / How to report an incident

1. The Security Team is responsible for approving the ACG Security Policy and for ensuring that it is implemented. It is nevertheless the responsibility of each individual to ensure his/her understanding of and compliance with this Policy.
2. All College staff are responsible for the immediate reporting of any security related incident to the security guards at (ext. 1100 / 1200 / 1421 or 6936 955 55 54), as well as to their immediate supervisor. The Head of Security is then responsible for taking action related to any reported security incident.

Sharing the information:

The Vice President of Human Resources & Campus Services in conjunction with the President of ACG will determine the most effective approach for notifying the campus community depending on the nature of the incident and the necessity. Notification will then be made either by electronic notification, bulletin, campus publications, or in some cases by sending an individual correspondence.

Access to ACG Campus/Facilities

Entry to ACG grounds & buildings:

1. ACG campus access to community members, guests and visitors, is allowed during normal hours of operations **Monday-Friday 07:30-22:00 & Saturday 10:00-17:00**.
2. Students should always present their student ID card when entering the ACG campus and whenever they are asked by a security guard.
3. Any person or vehicle attempting to enter the College campus may be stopped by the gate security staff. Only vehicles/personnel displaying the appropriate ACG parking permit will be allowed through.
4. Parents & visitors will be asked for their ID card, which will be recorded along with their entrance and exit time. They will be given a “visitor” tag that they will have to return upon exiting the College campus. (These personal details recorded by security, will be kept in file for 15 days)
5. All bags or parcels carried may be subject to being opened and checked.
6. ACG visitors, who require access to the ACG campus, must be accompanied by their faculty or staff host.
7. Entrance of student guests is allowed only by obtaining written permission by the Office Student Affairs. Entrance without permit and without the host student will not be allowed.
8. Guest and/or visitors will park as instructed by the security guards.
9. Cars visiting Admissions will be given a “visitor” sign that allows them to park in front of the Admissions Office in the designated parking area.

Circulating/driving within the ACG campus:

1. No vehicles are allowed beyond the Deree Gate towards Admissions (200 level) other than Admissions guests/visitors that are allowed to park in front of the Office of Admissions.
2. Vehicles allowed to go up the road towards Communication’s building must be driving slowly and be very cautious of other cars, motorcycles, bicycles and pedestrians.
3. Between **15:30 – 15:45** no car is allowed to use the Central Gate for safety reasons, for Pierce students are in the parking lot boarding the school busses at this time.

Parking within ACG campus

1. Total official car parking spaces available: 331 (175 Deree, 72 Pierce, 75 New Pierce, 9 Disabled)
2. Total official moto parking spaces available: 41 (26 Deree, 15 Pierce)
3. Speed limit within ACG campus is strictly **20 km**
4. **Parking is not allowed within the yellow striped areas** as seen outside the Deree Faculty Lounge/Deree Main Corridor/CN roundabout.
5. Students are not allowed to park within the ACG campus, unless they have a documented medical issue, in which case they need to submit a doctors' note to the Student Success Center and receive approval for campus parking.
6. No car is allowed to stay within the campus after 22:00 or during weekend and holidays unless one obtains a written authorization from the Office of Operations.
7. Parking at the blue line parking spaces at Pierce is designated for guests and visitors between 09:00-14:00, M-F. Between 14:00-16:00 these spaces are designated for Pierce busses. After 16:00 it becomes again available for use until 22:00

After hours access to ACG

1. After hours access to the campus **MUST** be communicated in advance to the security guards, for it is imperative for security reasons to know exactly who is on campus.
This information is essential and critical in the case of an emergency, fire, or a breach of security.
2. An employee, who requires access to the ACG campus after hours or during weekends/holidays, must obtain a special permit from his/her Vice President and duly submit this to the Office of Operations in advance.
3. Students, who require access to the ACG campus after hours or during weekends/holidays, must obtain written authorization from the office of Student Affairs and submit it to the Office of Operations in advance in order to obtain entry. The authorization must indicate the purpose of the entry, date and time.
4. ACG visitors, who require access to the ACG campus after hours or during weekends/holidays, must be accompanied by their faculty or staff host.

Pierce students:

1. Pierce students entering the ACG after the beginning of classes 08:35 will have to sign the Delay Book located at the Central Gate.
2. Pierce student exiting the ACG at the end of their classes and not assigned on a school bus, will have to show their exit permit to the security officer(s) in order to be allowed to exit.

Opening and Manning of ACG access gates

The Central Gate is not a delivery or meeting point therefore; personal/private envelopes, mail, parcels or any other goods are not allowed at the Central Gate.

Front Central Gate (daily opening hours during academic terms)

24 hours guarded gate

07:30 – 22:00 Gate opened and manned

22:00 – 07:30 Gate closed but manned.

A Unibar barrier has been installed to make checking easier. No vehicle will be permitted to pass by the barrier after 22:00 and during holidays.

Deree Gate

08:00-18:00 for students (open until 16:00 when Deree is closed)

08:00-10:00 for vehicles and Pierce busses

The Deree Gate is only for pedestrians entering and/or exiting during the day. This gate is primarily open for the morning and afternoon entrance/exit of the Pierce school busses.

Pierce Gate

08:00-08:40 & 15:30-15:50

This gate is open for the morning and afternoon entrance/exit of the Pierce students (only pedestrians and with the relevant permit from the Gymnasium & Lyceum secretariats).

Emergency procedures

Emergency Drills / Accidents

Separate instructions exist in the (EPP) Emergency Protocol Procedure

Anyone involved in an accident on campus must, as soon as reasonably possible, report the matter to one of the following offices: the Office of Operations/Campus Security; Office of Student Affairs; or Office of Human Resources.

Health and safety

ACG takes all reasonable steps to ensure the Health and Safety of all persons using the campus. The ACG community is therefore required to take due care for the health and safety of themselves and others and report immediately anything jeopardizing the health and safety of the community.

Evacuation of buildings on hearing the fire alarm

Knowledge of the procedure

All personnel using the building must make themselves familiar with the nearest fire exits to their assembly location and the procedures for evacuating buildings in an emergency.

Practices of the Evacuation drill will be held as and when deemed necessary.

Hazards leading to evacuation

Evacuation of the building will be put into operation in the event of the fire alarm operating, bomb threat, earthquake or any other hazard deemed to put at risk the lives of those in the building.

Signal for evacuation

The signal for evacuation of all buildings will be the sounding of the fire alarm which is a CONTINUOUS SINGLE TONE SIREN.

The 'all clear' will be announced by the officer in charge of the incident.

Procedure

When the alarm siren sounds, all personnel MUST:

- a) Leave the building immediately;
- b) WALK to the nearest EXIT point;
- c) DO NOT linger to pick up personal items;
- d) DO NOT use an elevator;
- e) DO NOT re-enter a building;
- f) Go at once to an ASSEMBLY POINT and follow any instructions given by the members of staff or course coordinators present. When the 'all clear' is given, proceed quickly back into the building and follow further instructions.
- g) Please refer to the SEPP (Security & Emergency Procedures Protocol)

[Campus Security and local authorities](#)

ACG is patrolled 24 hours a day, seven days a week. ACG has a close working relationship and contact with the Aghia Paraskevi Police and Fire Department. The college security is available at all hours of every day by dialing 210 6009800 (ext 1100 & 1200).

[Periodic Review of Security](#)

Periodic security risk assessments will be undertaken to assess the security controls in place.

[Policy Awareness and Disciplinary Procedures](#)

A copy of the Security Policy may be found at the Blackboard public folders (ACG Policies and Procedures) under “Security Policies”. Failure of an individual student or member of staff to comply with this policy may lead to relevant disciplinary procedures and, in certain circumstances, legal action.

[Status of the Security Policy](#)

This policy does not form part of a formal contract of employment with the College, but it is a condition of employment that employees abide by the Regulations and Policies made by the College from time to time.

[Review of Security Policy](#)

The College continually reviews its Security Policy and reserves the right to amend any and all of its sections at any time in accordance with the needs and requirements of the institution.

The codes of practice set out in this policy will be reviewed and tested on an annual basis.

Responsible Office	<i>Office of Operations</i>
Date of Last Approval	<i>September 2017</i>
Approval/ review	<i>President’s Cabinet</i>
Review interval (years)	<i>1</i>
Date of next review/ approval	<i>Spring 2018</i>
File location	<i>Blackboard Public Folders</i>