

Lyman Briggs College Office Entry Procedure for Faculty & Staff

(This applies 24 hours/day, 7 days/week, and regardless of whether the office light is on.)

A. If the matter is an emergency:

- 1) Knock loudly and announce yourself. State the occupant's name clearly and loudly and announce, "This is an emergency!" Then state the nature of the emergency. Wait 5 seconds.
- 2) If no-one answers, knock loudly and announce yourself again and state clearly and loudly the occupant's name and then exclaim, "This is an emergency!" Wait 5 more seconds.
- 3) If nobody answers, key in and enter. Leave immediately if the occupant is not in the office. Initiate emergency response procedures if the occupant is found unresponsive after an attempt is made to wake her/him.

B. If the matter is not an emergency, even if occupant is expecting a delivery or installation of furniture or office maintenance while absent

- 1) Knock.
- 2) Identify yourself.
- 3) If the occupant of the office states that he or she is not available, **please do not enter or attempt to enter under any circumstance**. Send an email to the occupant requesting their attention about the non-emergency matter. Do not attempt to place a land-line or cell phone call to the occupant. Do not attempt to visit the occupant again within a 60-minute period.
- 4) If there is no audible response, wait 10 seconds.
- 5) Knock loudly.
- 6) Identify yourself and call the occupant's name.
- 7) If there is no audible response, wait 10 seconds.
- 8) Use key for entry, unlock door, open about 2 inches without attempting to look inside.
- 9) Identify yourself, call the occupant's name followed by announcing, "I need to come in."
- 10) Wait 5 more seconds
- 11) If there is no audible response, enter office.
NOTE: If the occupant is found unresponsive in the office, initiate emergency response procedures after an attempt is made to wake her/him.
- 12) Accomplish task, leave door open while working.
- 13) Upon exiting, leave a note identifying
 - a. Who entered office
 - b. Day & time of office entry
 - c. Reason for office entry

Lyman Briggs College Classroom or Laboratory Entry Procedure for Faculty & Staff

A. If the matter is an emergency.

Enter and announce yourself and loudly state, “This is an emergency!” Then state the nature of the emergency and what people must do in response, so that all in the room may hear and respond appropriately.

B. If the matter not an emergency.

1. Peer into the classroom or laboratory. If it appears the room is empty, key in and enter.
2. If the person being sought is the only person in the classroom or laboratory, knock and wait 10 seconds at the threshold to the room. Allow the person to open the door or invite you in, if the door is already open. If the person declares that she or he is unavailable, do not enter or attempt to converse further.
3. If the person being sought is hosting a meeting or holding a class or is otherwise interacting with any other person or people, do not enter or attempt to converse.

The only exceptions are:

- a) if the instructor is expecting a delivery needed for that particular class or laboratory session, and this has been discussed with the instructor in advance or
- b) the instructor or instructor’s representative has requested specific immediate assistance with a certain matter.

If contingencies a) or b) are not in force, send an email to the person requesting their attention about the non-emergency matter. Do not attempt to place a cell phone call to the person while he or she is in class or lab.