

## Classroom Lockout Procedures for General Use Classrooms

### **Notifications:**

During Business Hours, M-F, 8a-5p

- [askspace@usf.edu](mailto:askspace@usf.edu)
- 813-974-7969 URO Academic Space & Scheduling Team

Outside of Business Hours

- UPD at 813-974-2628

### **Communications:**

- **Classroom Lockout Emergencies GRP** to be used for EMERGENCY communications concerning room access problems
  - a. Members—key staff from:
    - i. URO Space team
    - ii. Access Control (OT)
    - iii. Facilities
    - iv. College contacts with E-keys
    - v. Marisa Guy @St. Pete
  - b. Any access issues known **prior to** a faculty/staff submission should be placed in the Teams GRP for awareness and potential room reassignments (*ex. OT would notify group of power surges or entire building outages*)
- **Access Issue Log**—URO logs access issue on tracking log within the Teams GRP
- **Stickers** placed on all General Use Rooms to include:
  - a. QR code to the Space website with instructions on who to call
  - b. URO phone #
  - c. UPD phone #

### **Immediate Steps during business hours:**

1. Faculty member contacts URO Space team
2. URO Space team posts a message in the Teams chat with the room, faculty contact information and any other information about the lockout. If URO can determine what type of locking system is in place for the room they can tag an appropriate person.
3. Responsible unit assesses, tags other units as needed, and estimates time of resolution in the Teams GRP if it's not immediate
4. If door cannot be unlocked within 10 minutes of the start of the class, URO Space team finds new location for immediate use only and notifies contact person of new room.
5. URO determines if other courses or events need to be moved until issue can be resolved
6. URO logs lockout in the spreadsheet in the Files of the Teams GRP for tracking purposes

### **Immediate Steps **outside** of business hours:**

1. UPD receives call
2. UPD dispatches officer to open the room immediately
3. UPD notifies OT, Facilities, and [askspace@usf.edu](mailto:askspace@usf.edu) (URO for awareness only) once door is open