# Oakland Scientific Facility (OSF)

**Off-Hours Access Procedures**

Revised, 7/16/2014, jad

The OSF security must be aware of the approximate number & location of all people in the building outside normal working hours (M-F, 8-5) in case of an emergency requiring building evacuation. Consequently, all staff MUST notify security when entering the building during off-hours.

***Employees only:*** If the security guard is stationed at the lobby desk, notify the security guard of the approximate amount of time you’ll be in the building. If the security guard is away from the lobby desk, call **7-0020** from your office phone (or 510-987-0020 from a mobile phone) to leave a message indicating where you will be working and how long you will be in the building.

***Employees with visitors:*** If the security guard is stationed at the lobby desk, notify the security guard of the approximate amount of time you and your visitor(s) will be in the building and where you will be working. Additionally, all visitors MUST sign in on the OSF Visitor Sign-In log located on the lobby desk. Remember to have your visitor(s) sign out when you leave the building.

If the security guard is away from the lobby desk, have your visitor(s) sign in on the OSF Visitor Sign-In log and call **7-0020** from your office phone (or 510-987-0020 from a mobile phone) to leave a message indicating where you will be working and how long you and your visitor(s) will be in the building. Remember to have your visitor(s) sign out when you leave the building.

**Contact Information**

OSF Security Guards can be contacted at security.guard@ucop.edu or 510-987-0020.

REMINDER!!!! REMINDER!!!! REMINDER!!!!

Even during normal working hours (M-F, 8-5) you should notify the security guard in advance if you are expecting visitors. Doing this allows the security staff to have visitor badge(s) and your contact information ready for when your visitors arrive.

When unexpected visitors arrive and announce the OSF staff member they are meeting with, the security staff must call the staff member for approval. If the OSF staff member isn’t at the office phone number, the visitors must wait in the lobby until approval can be obtained. This causes logistical problems for the security staff and delays your visitors for timely arrival at your meeting.

Please be courteous and send an email or call the OSF Security Guards to inform them in advance of any visitors your are expecting.

**OSF Security Guards can be contacted at** **security.guard@ucop.edu** **or 510-987-0020.**