



Department of Police and Public Safety
4400 University Drive, MS 3D3, Fairfax, Virginia 22030
Phone: 703-993-2810 Fax: 703-993-2813

MEMORANDUM

DATE: November 6, 2017
TO: ALL FACULTY/STAFF AT GEORGE MASON UNIVERSITY
FROM: Carl Rowan, Jr., Chief of Police
SUBJECT: University Winter Lock-Down – Fairfax and Distributed Campuses

The university will be closed for the winter break from **6:00 am on Friday, December 22, 2017, through 6:00 am on Thursday, January 4, 2018**. Pursuant to this, all academic and administrative buildings (with a few exceptions) will be on “lock-down” throughout this period. The buildings equipped with electronic access will be programmed to secure these buildings. All buildings will be patrolled by our staff throughout the holiday break.

We recognize that many staff members and some students may, on occasion require access to locked buildings during this time. We are happy to accommodate requests for access to facilitate essential functions. In order to streamline the process we recommend adherence to the following protocol:

All faculty and staff needing access to a locked building without electronic access must call the University Police Department at (703) 993-2810. An officer will be dispatched and will meet the person requesting access at the main building entrance. The staff member must provide all of the following for access 1) state issued photo identification, 2) George Mason University Faculty or Staff Identification Card, and 3) room key(s) for their respective interior office(s). Officers are not authorized to grant access to interior offices or work spaces without verification of access status.

For special needs or for students needing access, we are providing a Winter Break Access List, which may be pre-approved and authorized by the Faculty member responsible for the area. The authorization is available on the University Police web site at: <http://police.gmu.edu/forms/>. These forms must be submitted to the Police Department Contact **no later than 12:00 pm on Friday, December 15, 2017**. The Police Department fax number is 703-993-2813 and our mail stop number is 3D3.

Police Department Contacts:

Fairfax Campus:	Lt. Ganley	(703) 993-2804	dganley@gmu.edu
Distributed Campuses:	Lt Guston	(703) 993-3414	mguston@gmu.edu

We wish you a safe and enjoyable winter break. If you need any special assistance during this period, feel free to call the Police Department at (703) 993-2810.