



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

DATE: November 19, 2018
TO: ALL FACULTY/STAFF AT GEORGE MASON UNIVERSITY
FROM: Carl Rowan, Jr., Chief of Police
SUBJECT: Winter Break Lockdown – Fairfax and Distributed Campuses

The university will be closed for the winter break from **12:00 am on Saturday, December 22, 2018, through 12:00 am on Monday, January 7, 2019**. 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 lockdown the buildings by the Card Access Security Office, CASO, with Auxiliary Enterprises and the buildings with mechanical locks will be secured by us. All buildings will be patrolled by our staff throughout the winter break.

We recognize that many staff members and some students may, on occasion require access to locked buildings during this time. Individuals needing access to buildings with electronic access, must contact **CASO no later than 12:00pm Tuesday, December 18, 2018**. Individuals needing access to buildings with mechanical locks should adhere to the following protocol, in order to facilitate the process.

All faculty and staff needing access to a locked building without electronic access must call us at (703) 993-2810 and be listed on the Winter Break Access List. 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). *Should interior access to an office or work space be requested to the officer, a service fee will be charged to the organization number associated.

We provide a Winter Break Access Form on our forms page, which may be pre-approved and authorized by the Faculty/Staff member responsible for the area. The authorization is available on the University Police web site at: <http://police.gmu.edu/forms/>. The form must be submitted to the Police Department **no later than 12:00pm on Thursday, December 20, 2018**. The Police Department fax number is 703-993-2813 and our mail stop number is 3D3.

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.