



Department of Police and Public Safety

4400 University Drive, MS 3D3, Fairfax, Virginia 22030
Phone: 703-993-2810 Fax: 703-993-2813

DATE: December 5, 2023

TO: All GMU Faculty & Staff

FROM: Carl Rowan, Jr., Chief of Police and Assistant VP for Public Safety

SUBJECT: Winter Break Lockdown – Fairfax and Distributed Campuses

The University will be closed for the winter break from Monday, December 18, 2023 through Monday, January 1, 2024. Pursuant to this, all academic and administrative buildings will be on lockdown throughout this period. The buildings equipped with electronic access will be programmed to lockdown by the Card Access Security Office, those individuals with current electronic access to interior & exterior doors will still have the access. Additionally, the buildings with non-electronic access will be locked down during the break by Mason Police.

However, we recognize that some students, staff and faculty may need access during this time to the locked buildings without electronic access. For pre-planned, unescorted access to University space during the lockdown, please find the Winter Break Access Form on our website at <https://police.gmu.edu/winter-break-building-access-form/>. The form can be submitted in advance with department head authorization to us via fax 703-993-2813, MSN 3D3 or email at dispatch@gmu.edu.

For un-planned, escorted entry to buildings with non-electronic access, please adhere to the following protocol, in order to facilitate the process when calling for an unlock during winter break:

- *Call (703) 993-2810 to make your unlock request.*
- *Meet an officer at the main exterior door of the building.*
- *The caller must provide all of the following for access:*
 1. *State issued photo identification;*
 2. *GMU Mason ID; and*
 3. *Room key(s) for their respective interior office(s)*

We wish you a safe and enjoyable winter break. If you need any special assistance during this period, please call us at (703) 993-2810.