



Real Estate & Facilities Service (REFs)

EUI Access Policy

Version No. 1

15.10.2014

Rev 01 of 22.11.2022

Presented by:
Real Estate & Facilities Service



EUI Access Policy

Responsible Office/Unit/Service/Department: Real Estate & Facilities Service / HSSO

Responsible Official/Agent: Secretary General

Rev. date: 22.11.2022

Aim of the policy

The aim of the policy is to adopt and implement rules and regulations which will enable the EUI to provide a safe environment accessible to all its members and users

Scope of the policy

Recipients of the policy are all EUI members and users

Purpose of the Policy

The purpose of the policy is to ensure authorized access and security of all EUI buildings and structures

Policy Implementation

The Director of the Real Estate and Facilities Service, in cooperation with the HSSO, is responsible for the implementation of the policy

Policy Sections

1. General Rules
2. Off Hours Access
3. Animals
4. Internal Connecting Road
5. EUI Closures

1. General Rules

Security measures are in place for access to the EUI campus:

1. A CCTV system is operational and monitored by Security Guards 24/7*;
2. Intrusion detection systems are active in all buildings;
3. Remote access control is active in all passages.

Access to EUI premises is open during office hours, which vary according to different buildings (see table below).

OFFICE HOURS	
SEAT	Monday - Friday
Badia Fiesolana	8.00-19.00
Villa Schifanoia	8.00-19.00
Villa Salviati (HAEU)	8.30-17.00
Villa Salviati (CA – MN)	8.00-19.00
Convento San Domenico	8.30-13.00 / 14.00-17.30
Villa la Fonte	8.00-19.00
Villa il Poggiolo	8.30 -13.00 / 14.00-17.30
Palazzo Buontalenti	8.00 -19.00

Exceptions: areas restricted for safety and security purposes, such as power plants or IT machine rooms, can only be accessed by authorized personnel equipped with personal badges.

*Shootings are channeled and displayed in the Control Room located in the Badia Fiesolana.

2. Control Room (Badia Fiesolana)

- The control room is manned by security guards on duty from 7/7 24h even during weekends and EUI closures.
- The emergency number of the EUI (055 4685499) is active in the control room 24/7.
- Control room operators are trained in emergency procedures, and are able to provide an adequate response for any kind of safety and security issues: operating instructions, constantly updated and improved, are available in the VADEMECUM FOR CONTROL ROOM OPERATORS.

Security guards regularly patrol EUI property every day of the week from 10 pm to 6 am.

3. Building Managers

Building managers play a key role for the security management of the campus: during office hours (see above) they provide an essential service, actively cooperating to the monitoring of control and security systems within the buildings of the EUI.

2. Off Hours access

Outside office hours (see table above) and/or in case of premises that do not have a Front Desk (Villa Malafasca, Villa Paola, Villa Sanfelice, Villa Raimondi, Villino, Casale), people can access or leave EUI buildings only if they are authorized* EUI members, and in any case only using their EUI ID card:

In such cases, in the interest of safety and security, please follow these instructions when entering or leaving EUI buildings:

- To enter or leave swipe your EUI ID Card in the reader next to the door;
- To prevent the alarm going off wait until you hear a 'beep' before opening the door and do not leave it open longer than necessary;
- In an emergency use the panic button next to the door - this will set off the alarm and open the door;

- If your EUI ID Card does not work or you need help please call the control room emergency number: [+39] 055 4685 999- an operator is on duty 24 hours a day 7 days a week.

Please take note of the following:

- doors are alarmed;
- doors fitted with access control have no handles and can therefore be opened only by swiping your EUI ID card in the reader when entering or leaving through these access points;
- anti-panic doors are alarmed and therefore, to avoid sounding the alarm, you must swipe your EUI ID card in the reader when entering or leaving through these access points.
- **Off-hours access might differ from daytime**; detailed maps with highlighted access points are available at the following links:

- ✓ [Badia Fiesolana \(including Villa Paola and Villa Sanfelice\)](#)
- ✓ [Villa Schifanoia \(including Villino and Casale\)](#)
- ✓ [Villa Raimondi](#)
- ✓ [Convento San Domenico](#)
- ✓ [Villa la Fonte](#)
- ✓ [Villa il Poggiolo](#)
- ✓ [Villa Salviati](#)
- ✓ [Palazzo Buontalenti](#)

(*Access to some buildings might be limited to restricted group of Academic or Administrative Staff, please refer to your Department/Unit/Service coordinator)

3. Animals

See relevant EUI Pet Policy.

4. Internal Connecting Road

Access to the connecting road between the Badia Fiesolana and Villa Schifanoia is regulated and restricted.

- **Pedestrian & Cycling Walkway:** access granted to EUI members through the small pedestrian gate (to be opened using your EUI ID Card).
- **Driveway** (to be opened upon request to the Control Room by entry phone): access allowed to a limited number of authorized staff and during working hours only.

5. EUI Closures

- Summer Break

The Institute is usually closed for a few weeks in the month of August (dates vary according to the calendar).

During the Summer break all EUI Buildings, **with the sole exception of the Badia Fiesolana**, are totally closed and EUI ID card readers are deactivated: access with EUI ID cards is granted only at the Badia Fiesolana (refer to above mentioned maps for access points).

Further details on services available during the closure can be found at the following link:

[Summer Break – user’s manual](#)

Concerning safety and security matters, security personnel are present in the control room at the Badia Fiesolana 24/7 and can be reached on the internal extension 2999, via the external number 055 4685-999 or by email to eui.control.room@eui.eu.

- Winter Break

The Institute is usually closed for 2 weeks during Christmas and New Year's holidays (dates vary according to the calendar).

During the Christmas break EUI members can access all EUI buildings (including the internal car parks): access to buildings is granted using an EUI ID card and is at the member’s own responsibility (see maps above for access points).

Further details on services available during the closure can be found at the following link:

[Winter Break – user’s manual](#)

Concerning safety and security matters, security personnel are present in the control room at the Badia Fiesolana 24/7 and can be reached on the internal extension 2999, via the external number 055 4685-999 or by email to eui.control.room@eui.eu.

- Other Official Short Breaks and Holidays

During Easter break, short breaks and bank holidays, EUI members can access all EUI buildings (including the internal car parks): access to buildings is granted using an EUI ID card and is at the member's own responsibility (see maps above for access points).

[Short Breaks - user's manual](#)

Related Information

See also [Safety and Security Policy](#)

Internal processes

Evaluation of the policy and frequency of revisions: once a year.