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**UNSW Safety is issuing a Safety Alert to remind staff and students about the requirement not to enter buildings during shutdowns.**

**UNSW will completely shut down buildings periodically to undertake significant building maintenance. For planned shutdowns, building occupants are given many weeks warning ahead of the event, and security staff are placed at doors to prevent access during the shutdown. Buildings may also be shut down for unplanned, emergency events, and such pre-warning might not be possible in these situations.**

**When the building is shut down, nobody is permitted to enter the building under any circumstances, unless explicit permission is granted by Security.**

**A building on the Kensington campus was shut down, in a planned event outside of normal working**

**Security and had permission to enter the building**

- The Security Guard escorted the person into the building to retrieve the items.**
- There was no power, lighting or lift access during the shutdown**
- The person placed both themselves and the Security Guard at heightened risk of trips and falls.**
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