

## **Hugh Downs School of Human Communication Bicycle Policy**

- 1. Bicycles of HDSHC faculty, staff, postdocs and graduate students may be taken into Stauffer Hall A wing if, and only, if:**
  - a. Bicycles are stored in such a way so that they do not use up potentially usable office space**
  - b. Bicycles are not stored in stairwells, hallways or corridors**
  - d. Bicycles are not stored in areas of refuge of the evacuation plan**
  - e. Bicycles are not stored overnight for more than 2 nights**
  - f. Bicycles do not impede emergency egress**
- 2. Bicycles may be transported in elevators but the transportation of wheelchairs, carts, package delivery, etc. has priority. Bicycles must be removed from the elevator when impeding transportation of other items.**
- 3. During emergency evacuations, bicycles may under no circumstance be taken out of the building and must be left behind, as they could impede the egress of personnel.**
- 4. Bicycles may be parked in bike racks outside Stauffer Hall, leaving all entrances to the building, to the stairwell, and to the elevators completely free. Bicycles in this area may be locked only to the bike rack railing provided. Bicycles may not be left parked overnight for more than 2 nights.**

**Improperly parked bicycles will be removed and impounded.**