



The Petroleum Institute

ARZANAH

Access to Arzanah

The following protocol must be followed closely to enforce a safe and secure environment in Arzanah. No Exceptions.

Arzanah Teaching and Administrative Staff

All Arzanah employees must wear their PI IDs while in Arzanah or show it to security personnel upon entering Arzanah. If this is not possible, then the individual will be required to sign in/out at the reception desk.

PI Teaching and Administrative Staff

All PI employees (who are not teaching or working in Arzanah) must leave their PI IDs with Arzanah Reception Desk where the individual will be required to sign in/out. The receptionist will return the ID once the individual leaves the building.

Students

Green Card holders are allowed to enter and leave Arzanah freely (PI has a consent letter from the guardian permitting them to leave freely). However, they still need to show their ID to security personnel upon exiting Arzanah. Under special circumstances, a student may be allowed to leave campus with the permission of Student Counselor or Director of Arzanah. In this case, students must sign out at the reception desk.

Visitors

All visitors must be accompanied by a PI employee and must sign in/out at the reception desk. If the visitor is coming to meet a member of the Arzanah teaching or administrative staff, then the reception desk must call the individual and obtain prior approval before a member of the security personnel escorts the visitor to the employee.

Delivery Personnel

All deliveries must be administered under the supervision of a member of the security personnel. If possible, all deliveries should be handled through entrances other than the main entrance.

Maintenance Personnel

All maintenance must be dealt with on weekends or after 5:00pm on weekdays. Exceptions include emergencies and tasks that receive prior approval from GSD and notification of the Arzanah Office.