

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Building Access</b>		<b>SOP #: FAC.001.05</b>
Effective Date	2/1/24	
Last Revision/Review	2.16.2024	

### **1. Purpose**

The purpose of this procedure is to ensure that the College campus and operated facilities will be made available to employees, students, contractors and visitors in a safe and secure manner, and that College assets will be properly safeguarded.

### **2. Related Policy/Authority**

Policy B4010 – Security & Public Safety

Policy B4001 – Sales and Solicitations

SOP#: FIN.011 Event Approval Process

### **3. Faculty/Staff Responsibilities**

Associate Vice President of Administration holds overall responsibility for the development and maintenance of these procedures.

Security Staff: Responsible for ensuring that building access is limited to authorized personnel who have been issued building access badges, authorized visitors, and authorized event participants.

Employees and students: Responsible for escorting authorized visitors and event groups and ensuring that they comply with organizational policies.

Facilities Management: Responsible for maintaining visitor logbooks and ensuring a safe and welcoming environment.

### **4. Definitions/Abbreviations**

Visitor: A visitor to the College facilities is defined as one who is not currently enrolled as a student of the College or currently employed or contracted by the College.

Visitor Groups: More than one visitor to the college facilities not currently enrolled as students of the College or currently employed or contracted by the College.

Legitimate purpose: includes but is not limited to scheduled appointments with College administration, specific staff or faculty; attendance at a College sanctioned event to which visitors are invited; a scheduled guest-speaking commitment; admissions tours; an activity of an external organization which has received prior approval to use College facilities for that purpose; regulatory activities.

### **5. Procedural Steps**

- Except where noted below – all access to the building shall be provided only to persons

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- with a valid electronic badge.
- Except where noted below – all exterior doors are to remain locked at all times.
- Exceptions to these procedures may be made for holidays, special events, or as circumstances require.
- General Public Access (Visitors)
  - All visitor groups will have a group representative fill out a Building Use form no later than 36 hours prior to the visit.
    - Groups totaling less than 10 visitors will check-in individually with Security and be issued a badge.
    - Groups of 10 or more will be checked in by the group representative. The representative will check-in individually with Security and provide a list of participants to security. Stick-on badges will be issued and will not be controlled.
  - All visitors must check in at the designated reception area upon arrival.
  - Security will request identification and gather relevant information, including the purpose of the visit and the person or department being visited.
    - Visitors at the Las Cruces (NM) campus must utilize the front, lobby doors and sign-in with security.
    - Visitors to the Melbourne (FL) campus must utilize the elevator to the second floor and sign-in with the administrative assistant.
  - Visitors will be issued numbered guest badges that must be visibly displayed throughout their visit.
  - Employee or student escorts are responsible for ensuring visitors adhere to safety and security protocols and guiding them to their destination.
  - Facilities staff will maintain a visitor logbook, recording details such as visitor name, purpose of visit, date and time of entry, and the employee escort's name.
  - Visitors must check out at the reception area upon departure. Visitor badges must be returned, and the logbook updated with the departure time.
  - Requests for visitor access to secure or sensitive areas must be pre-approved by the Assistant Vice President of Administration.
  - Visitors without an approved academic or otherwise legitimate purpose to visit are not permitted to attend any educational activities inclusive of didactic and laboratory sessions.
  - Visitors to campus who are minors must be directly supervised at all times by the person they are visiting. Visitors who are accompanied by minor children are expected to provide direct supervision of minors at all times.
  - Persons on campus without a legitimate purpose may be directed to leave the campus. Repetitive, unauthorized presence may result in further action including legal action.
- Authorized Event Access
  - Authorized events will be approved through a Building Use Request Form.
  - Security personnel will be provided with a copy of the form and will check for event participants.
  - Stick-on badges will be issued and will not be controlled.
  - Employees will escort the event participants throughout the event and will be responsible for ensuring that College procedures are followed throughout.
- Employee Access

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- Most employees have 24 x7 access to designated entry doors.
- Employee ID badges / keycards will be programmed appropriately for access times and areas within the building based on job function.
- Student Access
  - Student ID badges / keycards will be programmed appropriately for access times and areas within the building based on Student Access Hours.
  - Students are only permitted in the building during the published Student Access Hours unless accompanied by staff or specific exceptions have been made.
  - Access to entry doors and areas of the building may be restricted based on location and time of day.
- Exceptions
  - BCOM reserves the right to limit or refuse access to any individual as deemed appropriate.

### **6. Reports/Charts/Forms/Attachments/Cross References**

Visitor logbook and check in form

Facilities Use Form

### **7. Maintenance**

Associate Vice President of Administration; updated whenever an external reporting requirement is added or changed.

### **8. Signature**

Approved by	2.16.2024
AVP Administration	Date

### **9. Distribution List**

Internal/External

### **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
2019-10-10	5g	Added information for clarity		10.10.19
2023-05-01		Updated Titles		5.23.23
2024-02-01		Added visitor related information		2.1.24
2024-02-16		Added information about general visitor access.		2.16.2024

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