

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Building Access</b>		<b>SOP #: FAC.001.02</b>
Effective Date	01/18/2019	
Last Revision/Review	Reviewed 2021-12-01	

### **1. Purpose**

The Burrell campus will be available to staff and students as described below.

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

Policy B4010 Security and Public Safety

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

Asst. VP of Administration

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

### **5. Procedural Steps**

- a. Except where noted below – all access to the building shall be provided only to persons with a valid electronic key card.
- b. Except where noted below – all exterior doors are to remain locked at all times.
- c. Exceptions to these procedures may be made for holidays, special events, or as circumstances require.
- d. General Public Access
  - i. There shall be a published set of open hours – typically 8am to 5pm Monday through Friday.
  - ii. During these hours – visitors to the building will be required to use the main entrance, and sign in with the Security officer.
- e. Staff Access
  - i. Most staff have 24 x7 access to designated entry doors
  - ii. Staff ID badge / keycards will be programmed appropriately for access times and areas within the building based on job function.
- f. Student Access
  - i. Students are only permitted in the building during the published Student Access Hours unless accompanied by staff or specific exceptions have been made.
  - ii. Access to entry doors and areas of the building may be restricted based on location and time of day.
- g. Exceptions
  - i. BCOM reserves to right to limit or refuse access to any individual as deemed appropriate.

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

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### **7. Maintenance**

Reviewed annually by Asst. VP of Administration and Facilities Coordinator

### **8. Signature**

Signature on File

12.3.2021

Assistant VP of Administration/ CIO

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 item		10/10/19