THE READING HOSPITAL SCHOOL OF HEALTH SCIENCES POLICY NO. 363

SUBJECT: Building/Campus Access

Responsibility of: TRHSHS Director
Revised: July, 2012 Reviewed: 2012

Purpose

To provide policy and procedures for gaining appropriate access to electronically secured buildings and to enhance personal safety for all members of the School community.

Academic/Administrative Building Access

Building access is available to students via school-issued Identification Cards. Student access to the building is permitted at the following times:

- Monday through Friday 0645 to 2130 (all students must vacate the building by 2200)
- Saturday and Sunday 0645 to 1630 (all students must vacate the building by 1700)

(Exception: The school will be closed according to the academic calendar. Hours are subject to change according to the needs of the school. Students can call 484-628-0100 prior to coming to the school on a weekend and verify that the building is open.)

The school administration may determine times when the schedule for building access will be altered (examples: holidays, school breaks). Access to the building will be limited during school breaks when staff is not present in the building (see academic calendar). Faculty and/or Staff who plan activities during times when the school is on break/closed (according to the academic calendar) will be required to notify the Technology Coordinator a minimum of two weeks in advance to request student access. Faculty and/or Staff who plan activities during times when the school is on break/closed (according to the academic calendar) may be required to use their faculty access to allow students into the building and will be solely responsible for monitoring building access during said period. All requests to TRHMC Security for changes to student building access are to be made only by the Director of TRHSHS or the Technology Coordinator.

The schedule for student access can change at the sole discretion of the school administration according to campus safety and security needs. Students will be notified of changes to the schedule by E-Mail.

All students are expected to swipe their ID badge when entering the building (this assists with identification of students in the building during unexpected periods requiring emergency management.)

Students are expected to be in the school building <u>only</u> when on official school business (Class, lab, lab practice, computer lab, studying, meetings, etc.) Students are required to leave the building by 2200 on weekdays and 1700 on weekends.

Guests: Students are encouraged to limit the times when guests are brought to the building. All guests on campus must register at the ground floor receptionist desk and remain with the student at all times. Students are fully responsible for the behavior of guests at all times. Students are discouraged from bringing minors (children) to the school. Children (minors) are not permitted to be left unsupervised in the building while the student is attending classes or labs. Children are not permitted to attend classes/labs unless permission from faculty is granted for special purposes such as a pediatric lecture/lab. No guests are permitted to accompany students in the clinical areas. Guests on campus are responsible to abide by all conduct policies in the student handbook including the campus no smoking policy.

Reporting Access Concerns
The School and Hospital Security Department works together to maintain an access control system for the safety of its community members, facilities, property and information. All students and employees in the School share in the responsibility of reporting any activity that may present a breach in building access procedures to the School Receptionist. In the event that the School Receptionist is unavailable, the individual should report concerns to Security at 484-628-4126.

Residence Hall Access
Scholars Inn is a non-campus housing facility located at the Inn at Reading. The student resident wing is equipped with an electronic card access reader to assist in controlling building access. Each resident is issued one access card by the Inn at Reading at the time of check-in. In the case of a lost card, it is important for the student to inform the Inn at Reading lobby attendant as quickly as possible. In some cases, both residents occupying the room may need to receive a replacement card. Residents and guests are to abide by the rules and regulations in the Residence Life Student Handbook.

Maintenance of Facilities
While on patrol, security officers make inspections of cameras, lighting, doors, window, locks, or any other problem areas around the campus. Repairs of malfunctioning hardware such as locks, push pads, card readers are submitted to the Hospital Facilities Management Department. The Hospital Facilities Management Department responds to reports of inoperable doors, burned out lights, and other requests as needed. The Inn at Reading provides routine maintenance and repairs to Scholar Hall rooms and card system.

School Property
Destruction or removal of school property by students or guests will be charged to the student by means of the student's account or by any other manner deemed appropriate by school officials and may also result in legal charges as deemed appropriate by school administration.

Discipline
Failure of a student or guest to follow any school policy will result in disciplinary action which may include discipline up to and including removal and/or banned from residence hall, removal from classes or termination from the program/school.