


**ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE**

Supersedes: 6/98, 10/97, 8/97 (old #2.01.13.02)
8/96, 8/01, 6/09, 8/13, 5/17, 6/19,
5/21

No: 2-S-800-02
Last Review Date: February 2023
Required Review Date: August 2025
Administrative Unit: Administration
Approved By:



Jared Seliger, PhD, CNMT
President

SUBJECT: Security & Access to Campus Facilities

PURPOSE: To allow campus access without endangering the security of Allen College.

EFFECTIVE FOR: Students, faculty, staff, UnityPoint Health – Waterloo employees and guests

POLICY: During normal business hours, anyone has access to enter Gerard Hall, Winter Hall and Barrett Forum buildings through the campus entrance located at Winter Hall. All other Gerard Hall, Barrett Forum and McElroy Hall entrances can only be accessed with an active Allen ID badge. Employees with appropriate Allen ID badge access may enter through the Winter Hall main entrance or the McElroy Hall North entrance outside of regular campus hours. Outside visitors/guests should pre-arrange entry or follow the instructions posted at the McElroy Hall main entrance for assistance.

PROCEDURE: The Doctor of Physical Therapy program (DPT) space is located on the fifth floor of UnityPoint Health – Allen Hospital. This space is accessible with appropriate Allen ID badge for faculty, staff and DPT students.

1. Gerard Hall, Winter Hall and Barrett Forum are generally open to the public through the Winter Hall entrance. Campus and business hours are subject to change for classes, activities, holidays, and weather closures as necessary. Please visit our website at <http://www.allencollege.edu/campus-facility-hours.aspx> for facility hours and exceptions by semester.
2. The computer lab in the Barrett Forum has 24-hour access. Students, faculty, and staff may gain access only by use of their Allen ID badge.
3. Barrett Library hours often extend beyond regular business hours and are posted on the college website at <http://www.allencollege.edu/library-hours.aspx>
4. For use of program and/or skills laboratories, students should contact their program instructor and/or faculty for information about availability and access.

5. For building access to outside campus hours, faculty, staff, and approved visitors must be in possession of an active Allen ID badge with appropriate access.
 - For Gerard Hall, Winter Hall, and Barrett Forum, access must be through the Winter Hall main entrance, so the security alarm is not accidentally set off. The Winter Hall main entrance white board should contain the name, date, and time when people arrive and should be erased when they leave so others entering and exiting the building know who is in the building and whether the alarm should be set when they leave. The last person leaving Winter Hall needs to set the alarm.
 - For McElroy Hall initial access must be through the McElroy Hall north employee entrance, so the security alarm is not accidentally set off. The McElroy Hall north employee entrance white board should contain name, date, and time when people arrive and should be erased when they leave so others entering and exiting the building know who is in the building and whether the alarm should be set when they leave. The last person leaving McElroy Hall needs to set the alarm.
 - DPT space located at the hospital is limited by appropriate badge access for faculty, staff and approved visitors.