



Bienville Building Security

Policy #:
Policy Type:
Responsible Executive:
Responsible Office:
Originally Issued:
Latest Revision:
Effective Date:

I. Policy Statement

All faculty, staff, students, and visitors should follow these guidelines.

II. Purpose of Policy

To provide the safest environment possible to students, faculty, staff, and visitors at the ULM College of Pharmacy Bienville building.

III. Applicability

Faculty, staff, students, and visitors.

IV. Definitions

Tailgating is defined as allowing another person into the building once you have opened the door without scanning his/her ID.

V. Policy Procedure

Students/Faculty/Staff

1. The ULM identification tag (ID) shall be visually displayed at all times, using either a lanyard provided by the College or an alternative device of the individual's choosing and at his/her own expense. The ID **MUST** be visible at **ALL** times so that individuals who belong in the building can be quickly and easily identified. While in the Bienville building, ID's should be worn in a manner that reflects the identity of the person wearing the badge.
2. Individuals who lose or forget their ID **MUST** report to OSPA for a temporary badge which must be returned at the end of classes for that day.
3. Individuals will gain access to the building and classrooms by swiping their ID.
4. Individuals should never allow tailgating for anyone not readily identified by the presence of a current ID.
5. **Individuals expecting guests, should email Mrs. Kaycee Duffy, duffey@ulm.edu AND Miss. Amanda Arcilla, arcilla@ulm.edu at least 24 hours prior to the guest arrival.**

Unaccompanied Guests:

1. All unaccompanied guests should make an appointment prior to visiting the College of Pharmacy.

Accompanied Guests:

1. All guests should come to the front (west side) of the building and buzz to request entrance.
2. The staff member who responds to the buzzer will meet the guest at the door and escort them to the Dean's office waiting room or the OSPA waiting room where the guest will sign in and receive a Guest ID badge.
3. The staff member will contact the individual the guest is meeting. The guest is expected to wait until the individual they have an appointment with comes to get them either in the OSPA or Dean's Office.

4. Once their appointment has ended, the guest will be escorted back to the office where they signed in, return the Guest ID badge and sign out. They will then be escorted out of the building by a faculty or staff member.
5. College sponsored events that do not include pharmacy students, faculty or staff should be arranged through the Office of Student and Professional Affairs.
6. Students, faculty, and staff who entertain guests will need to remain with their guest at all times while in the building. **Do not leave your guest unattended.**
7. After school hours, guests should sign in and out in the log book outside the OSPA and pick up a Guest ID badge.

See Something, Say Something: Please Report

1. Loitering/ Vagrancy:
 - Do not personally acknowledge an unknown person loitering outside of the building.
 - Do not give them money or merchandise (food or drink).
 - Call the University Police Department (UPD) immediately at 318-342-5350.
 - If you are approached, while in or at your vehicle, lock the doors, drive away, and call UPD.
2. Criminal Actions: All Criminal Acts should be reported to UPD.
 - Damage to Property:
Personal and University Property
 - Threats:
Personal and Professional
 - Violation of Protection Orders
 - Sexual Assault and/or Sexual Battery

Process for individuals without proper identification

While in the building, students, faculty and staff must display their ULM ID at all times. ID's should be worn in a manner that easily identifies the person wearing the badge. Do not allow anyone to enter the building without proper identification.

1. What to say to someone who does not have proper identification:
 - "I am sorry, but all guests must enter the building through the front doors. Instructions are posted at the front door about how to gain entrance".
2. If someone will not take NO for an answer, state:
 - "The College of Pharmacy forbids me to allow any person not wearing proper identification to enter the building without checking in properly through the front doors. Instructions are posted at the front door about how to gain entrance".
 - If you have to, repeat this statement a second time, walk in and securely close the door behind you. Report this to OSPA or the Dean's Office.
3. Other options:
 - If someone forces entrance to the building, go directly to OSPA or Dean's Office and report the uninvited guest.
 - You can escort the guest to the OSPA or Dean's Office responsible staff person.

VI. Enforcement

1. All Faculty, staff and students. The Bienville Building Security policy is intended to be self-regulated as well as administratively-regulated if need be.
2. The faculty, staff and students are expected to hold one another accountable for following the Bienville Building Security and should notify the Assistant Dean for Student Affairs and Development of repeat offenses.
3. This policy falls under the Code of Conduct for the College of Pharmacy.

4. Violations of this policy should be reported and can be brought to the Board of Ethical and Professional Conduct or Office of Student and Professional Affairs.
5. Repeated violations may result in dismissal from the program.

VII. Policy Management

The Dean of the College of Pharmacy is the responsible executive, Assistant Dean for Student Affairs and Development is the responsible officer and the Office of Student and Professional Affairs Implements and administers the policy.

VIII. Exclusions

Not applicable.

IX. Effective Date

January 2019

X. Adoption

This policy is hereby adopted on this ____ day of _____, 20____.

(Responsible Executive Name and Position)

XI. Appendices, References and Related Materials

Not applicable.

XII. Revision History

October 2022