

Standard Operating Procedure (SOP): Campus Access Control and Visitor Management

This SOP details **campus access control and visitor management** procedures, covering protocols for secure identification, entry authorization, visitor registration, badge issuance, escorting visitors, monitoring access points, and maintaining visitor logs. The goal is to enhance campus security by regulating access, ensuring the safety of students, staff, and property, and providing a clear framework for managing all campus visitors efficiently and responsibly.

1. Purpose

To establish standardized procedures for controlling campus access, authorizing entry, and managing visitors to ensure safety and security.

2. Scope

This SOP applies to all visitors, staff, faculty, students, contractors, and vendors requiring access to campus premises.

3. Definitions

- **Visitor:** Any individual who is not a current student, staff, or faculty member.
- **Access Point:** Any entry or exit point to the campus or campus buildings.
- **Escort:** A designated staff or faculty member responsible for accompanying visitors on campus.

4. Responsibilities

- **Security Personnel:** Monitor access points, verify identification, issue badges, and maintain visitor logs.
- **Host Department:** Notify security of expected visitors, provide necessary authorization, and ensure visitors are escorted.
- **Visitors:** Comply with all campus access protocols and instructions by campus security or host personnel.

5. Procedures

5.1 Visitor Registration

1. Visitor arrival must be reported to campus security at the main access point.
2. All visitors must complete a registration form with personal details and purpose of visit.
3. Valid government-issued photo identification must be presented.

5.2 Entry Authorization

1. Host department or individual must provide advance notice to security of the visitor's arrival when possible.
2. Security will contact the host for confirmation before allowing entry.

5.3 Badge Issuance

1. Upon verification and registration, a temporary Visitor Badge must be issued.
2. Visitor Badges must be worn at all times and be clearly visible.

5.4 Escorting Visitors

1. The host or designated staff must escort the visitor at all times.
2. Visitors may not access unauthorized areas without appropriate escort and authorization.

5.5 Monitoring Access Points

1. Security personnel must monitor all campus access/exit points during operating hours.
2. Surveillance equipment should be actively monitored to detect any unauthorized access attempts.

5.6 Maintaining Visitor Logs

1. All visitor entries and exits shall be logged, including time in/out, name, company/affiliation, host, and areas visited.
2. Visitor logs must be retained in accordance with campus policy (minimum of one year unless otherwise specified).

6. Emergency Protocols

- In the event of an emergency (fire, evacuation, lockdown), security and hosts must ensure all visitors are accounted for and follow campus emergency procedures.
- Visitor logs should be used for roll call and accountability.

7. Non-Compliance

Failure by any individual (staff, faculty, or visitor) to adhere to access control and visitor management protocols may result in denial of access and/or disciplinary measures.

8. Review and Updates

This SOP will be reviewed annually and updated as required to reflect changes in campus security policy or procedures.

Appendix: Sample Visitor Log

Date	Visitor Name	Company / Affiliation	Host	Purpose	Time In	Time Out	Badge Number
2024-06-15	Jane Doe	Acme Corp	Dr. Smith	Meeting	09:00	11:00	V045