

# The Restaurant School at Walnut Hill College

## *Policy Addressing Security and Access*

During business hours, the College will be open to students, parents, employees, contractors, guests, and invitees. During non business hours access to all College facilities is by key and security alarm code and prox cards.

Residence halls are secured with staff during business hours and during non business hours by key and prox cards. Over extended breaks, the locks on the doors of the halls will be changed. Residents are not permitted in the residents halls during breaks.

Security Cameras have been installed to include all public areas of the campus and residents halls and can be viewed off site.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that become problematic will be evaluated by the college administration and security. Additionally during the year, the Director of Facilities, Residential Learning Coordinators, Director of Campus Development and the President meet to discuss issues of pressing concern.

The Restaurant School at Walnut Hill College security guards and staff have the authority to ask persons for identification and determine whether individuals have lawful business at The Restaurant School at Walnut Hill College. The security guards and staff have the authority to issue violations that may be billed to the financial accounts of the parties concerned. Security guards do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus. The Restaurant School at Walnut Hill College security guards and Directors maintain a highly professional working relationship with the University of Pennsylvania Police and University City District Police. All crime victims and witnesses are strongly encouraged to immediately report the crime to security, designated staff or local police. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

All reports will be investigated. The college does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate, to the Colleges Vice Presidents and President for review. When a potentially dangerous threat to the college community arises, timely reports or warnings will be issued through e-mail announcements, Schoology, the posting of flyers, in-class announcements, or other appropriate means.