

Campus Access Control and Physical Security Policy

Purpose and Scope

Physical and electronic security is essential in providing security, access and protection to Babson College students, staff, faculty, vendors and visitors as well as protecting college assets, equipment, buildings and resources.

The purpose of this Policy is to regulate access to college property and to ensure that any individual, college, department, operating unit or program, within the scope of this Policy, is aware of their respective responsibilities when assigned OneCards and/or supporting the electronic card access program on campus. This Policy will help provide a safe and secure campus environment through the diligent control of electronic access devices including placement, programming, monitoring, responsibilities and accountability.

Most campus buildings and facilities, except for residence halls, are accessible to members of the community as well as guests and visitors during normal hours of business, Monday through Friday 8:30 a.m. - 4:30 p.m., and for designated after hours during the week and on Saturdays and Sundays during the academic year (excluding holiday periods). Please reference the Unified Building Schedule outline below for further details. Access to buildings is through designated main entry/exit doorways and applicable loading docks which are currently controlled by card access, key access, or a combination of the two.

Exterior doors on residence halls are locked 24 hours a day with the exception of certain designated circumstances (move-in etc.) Some classroom and administrative buildings do have different hours of card access depending on the shared use of the space and approval from appropriate Director/Manager. Public Safety is responsible for the physical or electronic locking and unlocking of classroom and administrative exterior doors during business hours and upon approved special requests.

Electronic card readers control access to residence halls and access is available to all authorized resident students with approval from Residence Life and Education via their Babson OneCard ID. All resident students are provided access to all residence halls excluding special housing during the hours of 12:00 p.m. and 9:00 p.m. daily. Guests and visitors who wish to enter residence halls should call their resident host to assist with access. The residence halls are equipped with annoyance audible alarms, which will detect unauthorized access as well as doors that have been propped or forced open and these alarms are monitored at the Public Safety Department. The Residence Education staff also randomly check resident hall exterior doors on evening rounds. The Office of Facilities Management and Planning in coordination with Public Safety and

ITSD controls key requests and maintains all door hardware, including locking mechanism repairs.

Residential spaces are locked and only accessible via OneCard 24/7

Most Academic/Administrative Buildings are accessible:

Monday through Friday 6:00 a.m. to 7:00 p.m. and some have alternative hours due to approved business or activities.

Responsibilities

Physical mechanical key access to both exterior and interior doors and spaces is managed by the Facilities Department and outlined in the Key and Lock Control Policy. Electronic card access is managed by the OneCard Office within the Public Safety Department and the project management, placement, installation and maintenance of hardware and software is supported by the Information Security Technology Department in consultation with OneCard Services, Public Safety and others as needed.

Please see further details regarding the OneCard program as well as user agreement for all community members <https://www.babson.edu/public-safety-department/onecard-office/>. The initial Babson OneCard is provided at no cost. It is your Babson College multi-purpose community ID card. Your OneCard is required to enter campus facilities and events, obtain services, or to charge purchases to your OneCard accounts. You may be required to present your OneCard as ID if requested by a college official. The card and your related accounts are non-transferable except as provided below. You are responsible for any use of your card. The OneCard remains the property of Babson College.

Employees shall follow the employment guidelines regarding key and card access control. Employees will be provided with keys and/or card access to buildings, spaces and areas that are necessary to perform their duties. Please speak with your manager about the keys you need to access your building, your department, and your individual office or work area. Your manager may request keys on your behalf by completing a facilities work request. Your keys will be issued to you directly, and you are required to sign an acknowledgement upon receipt. If at any time you need to enter a door that is locked for which you do not have a key, you may contact the Public Safety Department, 781-239-5555. If you lose a key for any reason, contact the Public Safety Department immediately at 781-239-5555. In addition to keys, we ask that you obtain a Babson OneCard (picture ID) at your earliest convenience and your manager may make a request for card access through remedy force (see link below) to provide you access to necessary areas to perform your duties.

The OneCard office is located on the 1st floor of the Reynolds Campus Center. In addition to a OneCard ID as a Babson employee, your OneCard also provides you the ability to access the LGRAC Webster Center athletic facilities, receive an employee discount at Trim Dining Hall and Babson Campus Store, borrow books from Horn Library, and access other buildings as required by your job and with approval and request from your manager. Upon termination of your employment and prior to your departure, please return all keys and your Babson OneCard (and any other Babson property) to your manager.

Students should follow all policies outlined in the student handbook regarding obtaining a OneCard and should never prop open exterior doors, allow access to persons not familiar to them, share their OneCard, pull or force a door open and/or damage/tamper with any fire and life safety equipment. Students living on campus are expected to pick up their room key(s) at designated check-in. All residential rooms should remain locked and students should carry their key(s) with them at all times. Keys and a OneCard may be possessed only by the person to whom the key/card was issued.

Access Requests and Authorization:

OneCard Services and Public Safety is responsible for managing access points across campus and the OneCard office maintains a central physical access control system, no other systems are permitted without approval of ITSD and OneCard services. Any departments that are exploring the ability to implement card access must put in a request through support@babson.edu so the proper assessment and approval process may take place with ITSD, OneCard, Public Safety and Facilities as needed. All door access requests must be approved and submitted as a Service Request by the space manager or Director/Head of Department who will have the discretion regarding after hours access and will assume responsibility of access to those approved. Please allow 24 hours for requests to be assessed and approved. 24/7 or after hours card access will only be provided to essential personnel with approval of the Director/Head of Department or on a case by case basis to be sure the safety of the community and campus facilities is priority. You will receive a confirmation email once the request has been completed. For immediate requests, please contact the OneCard & Parking Office at 781-239-5647 or Public Safety at 781-239-5555 after business hours.

At a minimum annually the OneCard Office will conduct an audit of electronic card access across campus including those of essential personnel both Babson community members (iePublic Safety, Facilities, ITSD) and external partners (Wellesley Police and Fire) that have been issued OneCards for emergency campus access.

Unified Building Schedule

The following represents when building entry doors would be “unlocked” thus allowing access to these buildings by the general public. It is understood we have a number of shared spaces that require altered hours (ie LGRAC, Reynolds, Chapel) as well as some Academic/Administrative buildings to accommodate community access and college operations.

Residential spaces are locked and only accessible via OneCard 24/7

Most Academic/Administrative Buildings are accessible:

Monday through Friday 6:00 a.m. to 7:00 p.m. and some have alternative hours due to approved business or activities.

Outside of these hours, building entry points would remain “locked”, accessible only via OneCard if approved through the Access Request and Authorization process outlined below.

All door access requests must be approved and submitted as a Service Request by the space manager. Please allow 24 hours for requests to be approved. You will receive a confirmation email once the request has been completed. For immediate requests, please contact the OneCard & Parking Office at 781-239-5647 or Public Safety at 781-239-5555 after business hours.