

## **LOG-P-5402-VISITOR POLICY AND PROCEDURE**

### **Introduction**

Security guards are the gatekeepers to our school buildings and therefore they have primary responsibility to ensure the safety and security of our students. No visitor should be permitted to roam around on school premises either inside or outside of school buildings. All visitors must have an appointment or be taking care of the needs of their children.

### **Scheduling Visitors**

All staff and faculty must get prior approval from the logistics director before scheduling visitors who will have contact with students (i.e. guest speakers, parents, public officials, community representatives, etc.). Faculty and staff must complete a "Request for On-Campus Visitor" form (Exhibit A) in advance and submit it to the logistics director. If the logistics director approves the visit, he/she will sign the form and submit it to the security department.

All completed forms must have a contact phone number that security personnel can call when the visitor arrives.

Each security station should also have a list of staff phone numbers in case of emergencies.

When visitors arrive, security personnel must follow the checklist below:

1. The guard must find out the reason for the visit. (ask if they have an appointment and with whom)
2. If the visitor has an appointment, the guard must ask for each person's ID (driver's license, passport) and record their full name on the visitor log.
3. The visitor must fill in arrival time and sign the log.
4. The guard should advise the visitor that he will hold on to the ID and return it to the visitor when he/she leaves.
5. Give the visitor a Visitor Badge.

6. Please call the requested person and ask him/her to come to the security desk and escort the visitor into the building.
7. If the visitor does not have an appointment, please kindly tell him/her that no one can see them without an appointment.
8. If the visitor insists, please contact your manager, Quinn Wang and let her make the final decision.
9. If the visitor is picking up a child, ask him/her to wait in the waiting area.
10. If it is an emergency or seems to be an emergency (use your best judgment), please call your manager, Quinn Wang for assistance.
11. When visitors are leaving the building, please make sure they sign out and return the badge; and please remember to give the visitor his/her ID back.
12. Under **NO** circumstances are security personnel to permit any visitor, friend, acquaintance, former employee, etc. to freely roam about the buildings unaccompanied.

Last Revised 6/8/17

**Fei Tian Academy of the Arts-Middletown**

---

**REQUEST FOR ON-CAMPUS VISITOR**

(i.e. guest speaker, community representatives, public officials, parents visiting classrooms, etc.)

**ALL VISITORS MUST REPORT TO THE SECURITY DESK**

**Please complete and submit to logistics director**

**TODAY'S DATE:** \_\_\_\_\_

**REQUESTING PERSON:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_

**DATE & TIME OF VISIT:** \_\_\_\_\_

**NAME OF PERSON (S) VISITING:** \_\_\_\_\_

**REASON FOR VISIT:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**DOES VISITOR NEED TO USE FACILITIES? (i.e. dance demonstration)**

YES  NO

**IF YES, WHICH BUILDING AND ROOM(S) WILL BE USED?**

\_\_\_\_\_

**EXPECTED DURATION OF VISIT:** \_\_\_\_\_

\_\_\_\_\_ **APPROVED**

\_\_\_\_\_ **DENIED**

\_\_\_\_\_

Logistics Director Signature

*Office Use Only*

<b>Forward to:</b>	<b>Security Department</b>	<b>Date:</b>	
<b>Received by:</b>		<b>Date:</b>	
<b>Filed by:</b>		<b>Date:</b>	