



**University of Pikeville
Kentucky College of Osteopathic Medicine
Office of the Dean**

Facilities Security

Policy Contact: Dean, Kentucky College of Osteopathic Medicine
Policy Category: Administration
Policy Number: 4.2 (b)
Review: Yearly

Purpose

University of Pikeville-Kentucky College of Osteopathic Medicine (KYCOM) seeks to provide the highest degree of security possible within its facilities.

Policy Statement

The Coal Building and UPIKE educational facilities are readily available for general use by KYCOM employees and students. During normal business hours, the Coal Building is open (exterior doors unlocked) for classes, meetings and other activities as required. Normal business hours are defined as Monday through Friday from 8:00 A.M. to 5:00 P.M. After normal business hours, access to the offices and educational facilities of the Coal Building can only be granted with an activated, electronic access card. Strict access card protocols allow the university to control access to the educational offices and facilities of the medical school.

For reasons of security and confidentiality, office doors should be kept locked when unoccupied. Only appropriate supervisors are permitted to make additions and alterations to access card privileges. Should an employee or student lose their access card, they should report the loss immediately to the supervisor so that access privileges may be terminated.

KYCOM recognizes the importance of visitors to campus and the Coal Building. As such, visitors are welcome in the Coal Building during normal business hours and when accompanied by an employee or student. However, KYCOM reserves the right to restrict access to certain areas of the building from visitors at any time.

Standardized identification of members of the KYCOM community is essential in securing campus, therefore KYCOM students and employees are issued university identification badges. These badges must be worn or carried by students and employees at all times while on campus or while conducting KYCOM business off campus. Identification badges are used for security identification purposes, as well as key card access to educational facilities. If a student or employee leaves

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KYCOM for any reason, they must complete the check-out procedure, in which the identification badge must be relinquished, and access terminated.



Dean

November 19, 2021

Last Approved Date

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