Visitor Management Guidelines

The purpose of these guidelines is to provide information regarding the operation and administration of the visitor management protocol at the University School of Nashville. Visitor management is one of the first lines to prevent unauthorized site access and reduce risk to the people and property within the school.

PROCEDURAL GUIDELINES

It shall be the responsibility of the receptionist or Community Service Officer (CSO) assigned to the University School of Nashville lobbies (19th Ave, 21st Ave, and Edgehill Ave) to ensure that all persons attempting access to the school buildings have proper identification and be vetted through a visitor management database.

VISIT VERIFICATION:

Visitors at the University School of Nashville shall have a point of contact with whom they are conducting business that day. The Receptionist or Community Service Officer will:

1. Verify that the visitor is welcome or expected,
2. Vet the visitor through the appropriate database, and
3. Secure an escort to the location of the meeting with the point of contact or give directions on how to get to their destination.

   All visitors entering the University School of Nashville shall be vetted through a visitor management database.

Valid identification cards include an unexpired:

A. State-issued driver's license or identification card
B. United States Passport
C. Global Entry card

After verifying the identity of the visitor through their ID card, the Receptionist or CSO shall vet the visitor through a visitor management database.

Visitors with no valid identification

When a visitor enters the building without valid identification, the Community Service Officer will notify the Main Office Staff for the school to which the visitor reports they are visiting. The visitor will sign in; however, there is an expectation that the Community Service Officer utilizes discretionary judgment in these circumstances that would maintain the sense of community known to students, parents, and administrators of the University School of Nashville

Unauthorized Visitors

In the event of an unauthorized person found attempting to gain access to the campus buildings, the Receptionist or Community Service Officer will attempt to engage the subject in conversation, if possible. The CSO will notify a Sworn Officer on duty at USN and request a law enforcement response. If the CSO

is unable to make contact with a sworn officer on-duty at USN they will report the incident directly to VUPD and request an officer from campus be dispatched to the USN campus.

If the subject is moving throughout the campus, the Community Service Officer will broadcast a physical description of the intruder, direction of travel, and if that person appeared armed or otherwise dangerous via portable radio. Officers are authorized to initiate lockdown if the intruder's presence is an emergent threat to any individual(s) within the University School of Nashville campus.

EXCEPTIONS

Waivers of these outlined procedures may be requested by submitting an event summary, which would include the reason the exception is necessary for the event, to the Director of Safety and Security.