

# Simmons Hall Security Overview

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Several improvements designed to enhance security will be implemented at Simmons Hall at the opening of the fall semester. This summary provides residents and staff with an overview of the systems, policies, and procedures for Simmons Hall. These documents can be modified with the consent of Housemasters in collaboration with student leadership, or Residential Life and Dining.

There are three categories covered in this overview:

1. Building Access for Simmons Hall Residents
2. Guest Policy and Procedures
3. Electronic Security System

## 1. BUILDING ACCESS FOR SIMMONS HALL RESIDENTS

- a. Main Entrance:** The main entrance is the primary access point for all residents and guests who enter the house. This door is locked at all times. To enter the building, Simmons Hall residents tap their MIT ID at the front door. If a group of residents enters the building, one member of the group taps their MIT ID to unlock the door and the rest of the group taps their MIT IDs on the card reader at the front desk. Visitors and guests will need to use the call button at the interior front door to contact the Desk Attendant for entry.
- b. Elevator Access:** Unique to Simmons Hall will be the addition of card readers inside the elevators. During special events only, Simmons residents will tap their MIT ID at these readers permitting only Simmons Hall residents access to the floors above. At all other times, these readers will be inactive.
- c. Remote Access Doors:** These doors are located at the rear door of Tower A and at the Tower B entrance outside the late night cafe. They are equipped with a combination intercom/camera/card reader. Residents can enter the building by using the intercom to call the front desk and authenticating their ID by tapping it on the card reader. The Desk Attendant will then open the door remotely. Please note that these doors are for individual Simmons Hall residents only; residents with guests shall use the main entrance.
- d. Special Events Access:** If you are planning to host an event at Simmons Hall, please see your Area Director to make arrangements for specific doors to be unlocked during the event.

## 2. GUEST POLICY AND PROCEDURES

**Guest List Visitor:** Simmons Hall permits each resident to place up to 10 people on their guest list. These ten individuals can either be MIT affiliated, parents, or significant others who do not attend MIT. Guest list visitors are allowed unaccompanied access between the hours of 8:00 am and 12:00 am daily, in accordance with existing policy prohibiting unaccompanied guests during the Nightwatch shift.

The residents are able to place people on their guest list via the Simmons Guest List Software. The names on individual lists may be altered by the resident host at any point during the year.

**Guest List Sign-in Procedure:** Upon entering residence hall, each individual listed on a guest list shall be required to report to the front desk. The following process shall occur:

- a. Guest informs the Desk Attendant that they are on the resident host's guest list.
- b. Guest presents a valid MIT ID.
- c. Desk Attendant shall conduct a visual verification of the identification and have the guest fill out the visitor registration log. The following information will be included in the log:
  - i. Date
  - ii. Time
  - iii. Guest Name
  - iv. Resident Host's Name
- d. Once verified, the Desk Attendant shall permit the guest to enter the residence hall.

**Non-Guest List Visitor:** Simmons Hall residents are permitted to host guests by following the procedures below:

**Guest Sign-in Procedure:** Upon entering the residence hall, each visitor is required to report to the front desk. The following process will occur:

- a. Before arrival, the guest shall contact the Resident Host and request that they meet them at the front desk.
- b. Visitor informs the Desk Attendant of whom they wish to visit.
- c. Visitor presents valid MIT or a government-issued photo identification card.
- d. The desk attendant will record the following in the visitor log:
  - i. Date
  - ii. Time
  - iii. Guest Name
  - iv. Guest Phone Number
  - v. Resident Host's Name
  - vi. Overnight Guest – Y/N (data is only kept for emergency situations)
- e. The guest waits in the lobby area for the Resident Host to accompany them into the building.

### **General Expectations for Simmons Hall Guests and Resident Hosts:**

**Resident Host Procedure:** Guest list visitors are not required to be accompanied by Simmons Hall Resident Hosts and may enter the residence hall at any time between the hours of 8:00 am and 12:00 am, provided they follow the Guest List Sign-In Procedure outlined above.

While in the residence hall, all non-guest list visitors must be accompanied by a Simmons Hall Resident Host. A Resident Host is defined as being in the residence hall and knowing the precise whereabouts of visitors at all times.

If the Resident Host for a non-guest list visitor is not available at the time of the visitor's arrival, the visitor will not be permitted entry to the residence hall.

**Resident Host Responsibilities:** All Simmons Hall Resident Hosts are responsible for the conduct of their guests for the duration of their stay.

**Overnight Visitor Policy and Roommate Rights:** As stated in the Housing Agreement, residents may not have overnight guests for more than three nights in any given week.

Roommates must communicate and agree on the time, date, frequency and duration of each visit. Residence Hall Staff may restrict or prohibit overnight guests if roommates cannot amicably agree on visitations.

**Visitor Responsibilities:** All Simmons Hall guests shall abide by all MIT and Residence Hall Guidelines, Regulations, Policies and Procedures as stated in the Housing Agreement. For complete policy details, please visit [http://housing.mit.edu/about/residential housing and dining policies - License Agreement](http://housing.mit.edu/about/residential_housing_and_dining_policies_-_License_Agreement)

**Complaints Regarding Visitors:** Residents may file a complaint with the House JudComm, if active, or Residential Life Programs.

**Visitor Log Archive Procedure:** Visitor logs must be secured in the central office of the Department of Residential Life and Dining and remain accessible for a period of one year.

**Event Visitors:** Residents are permitted to host visitors within the residence hall for events or other group gatherings. Events may be open to the public or closed to a specified list of attendees.

- Hosts of events intended to be open to the public must receive prior approval from the House Manager or Area Director.
- Hosts for closed events shall submit a list of attendees to the front desk prior to the scheduled event or gathering.
- The following events must be registered in accordance with the Guidelines for Event Registration for Events Sponsored by MIT Students or Student Groups:
  - Events where alcohol will be served
  - Events where money will be collected
  - Non-academic / non-educational events where the attendance will exceed 100 people
  - Events open to non-residents where the attendance will exceed 100 people OR any event closed to non-residents where the attendance will exceed 250 people

- ALL events where more than 20% of the audience is expected to be non-MIT community members, including conferences
- ALL events that involve working with a non-MIT organization
- ALL events that involve working with minors
- Other events when required by an appropriate campus department or under special circumstances

**Event Visitor Sign-in Procedure:** Upon entering residence hall, each event visitor is required to report to the front desk. The following process will occur:

- a. Visitor informs the Desk Attendant of the event or gathering they wish to attend.
- b. Visitor presents a valid MIT or a government-issued photo identification card.
- c. Desk Attendant shall conduct a visual verification of the identification and confirm their name is on the guest list.

**Resident Host Procedure for Events:** Event Visitors are not required to be accompanied by Simmons Hall Resident Hosts to events held in common dorm spaces on the main floor of the building.

### 3. ELECTRONIC SECURITY SYSTEM

The electronic security system is comprised of three basic elements.

1. Door Access Controls
2. Elevator Access Controls
3. Video Security

**Door Access Controls:** Upgrades and adjustments have been made to the door access controls. Generally, speaking there are three levels of door access. See below for a sketch of where these doors exist in your building.

- a. **Main Entrance:** The main entrance is the primary access point for all residents and guests who enter the house.
- b. **Remote Access Doors:** These doors are located at the rear door of Tower A and at the Tower B entrance outside the late night cafe.
- c. **Emergency- or Egress-only Exits:** These doors provide emergency egress only from the building or are mechanical doors designated for exit only. These doors cannot be accessed from outside the building and should only be used during a fire, fire alarms, or other emergency. When opened, these doors will emit a local audible alarm and trigger an alarm at the front desk.

**Elevator Access Controls:** Unique to Simmons Hall will be the addition of card readers inside the elevators. During special events only, Simmons residents will tap their MIT ID at these readers permitting only Simmons Hall residents access to the floors above. At all other times, these readers will be inactive.

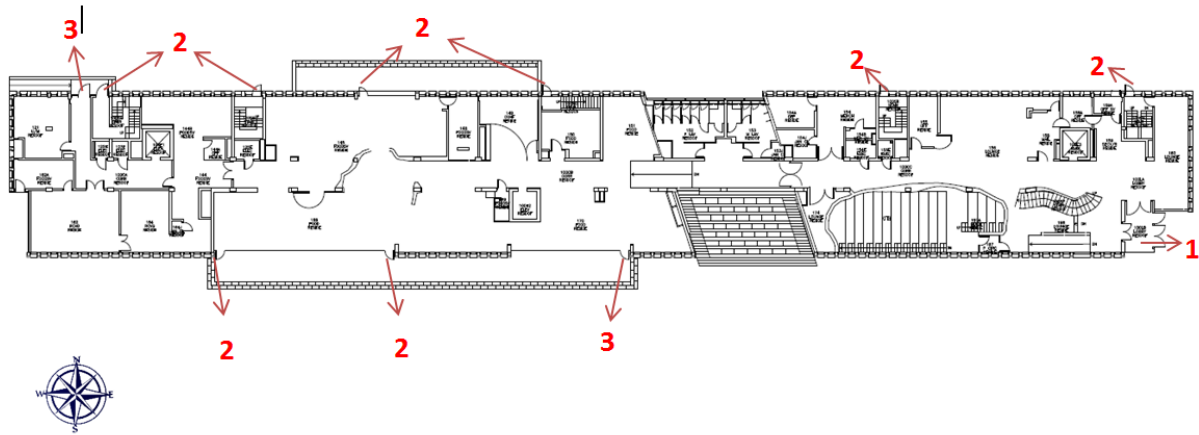
**Video Security:** There will be cameras monitoring all exterior doors. These cameras provide a layer of security support to the desk staff. The data from these cameras will be handled in strict accordance with the MIT Security and Emergency Management Office video policy:

<http://web.mit.edu/semo/security/policies.html>

**Door Access Control Key:**

- 1 = Main Entrance
- 2 = Emergency- or Egress-only Exits
- 3 = Remote Access Doors

Simmons Floor 1



Simmons Floor 2

