McCormick Hall Security Overview

Several improvements designed to enhance security will be implemented at McCormick Hall at the opening of the fall semester. This summary provides residents and staff with an overview of the systems, policies, and procedures for McCormick 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 McCormick Hall Residents
2. Guest Policy and Procedures
3. Electronic Security System

1. BUILDING ACCESS FOR MCCORMICK 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, McCormick 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. All visitors and guests must use the call button at the interior front door to contact the Desk Attendant for entry.

b. **Special Events Access:** Residents planning to host an event at McCormick Hall shall consult with their Area Director to make special arrangements at desk.

2. GUEST POLICY AND PROCEDURES

Guest List Visitor: Each McCormick Hall resident is permitted to place up to 10 people on a guest list. These guests can be MIT affiliated or non-MIT affiliated.

The guest list is established and maintained by the House Desk Captain or the person designated by their building to monitor the list. 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 or government-issued ID.
   c. Desk Attendant shall conduct a visual verification of the identification and then 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: McCormick 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 should 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.
   f. 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.

General Expectations for McCormick Hall Guests and Resident Hosts:

Visitors who have registered at the front desk as described above are allowed unaccompanied access to McCormick Hall between 8:00 a.m. and 12:00 midnight daily. Between the hours of midnight and 8:00 a.m., all non-residents must be accompanied by a Resident Host at all times.

Resident Host Responsibilities: All McCormick 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 McCormick 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

Complaints Regarding Visitors: Residents may file a complaint with the House JudComm.

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: McCormick Hall 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, in accordance with these policies, and the policies set by the House Government.
- 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

- o 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 McCormick Hall Resident Hosts to events held in common dorm spaces on the main floor of the building. However, one McCormick Hall Resident Host must be present at all times at any event open to non-residents.

3. ELECTRONIC SECURITY SYSTEM
The electronic security system is comprised of two basic elements.

1. Door Access Controls
2. Video Security

Door Access Controls: Upgrades and adjustments have been made to the door access controls. Generally speaking there are two 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. **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.

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

McCormick Hall Floor 1

Annex Floor 1

Annex Basement

BROWN ROOM