



SCHOOL of
OSTEOPATHIC
MEDICINE

Watchmen at SOM

Day Shift - S/O Gomez (Supervisor)

- S/O Garcia
- S/O Lopez
- S/O Rios
- S/O Rosales

Night Shift - S/O Brady (Supervisor)

- S/O Garcia
- S/O Jones
- S/O Mareno
- S/O White



Building 1 Access Protocol (Students)

The following are protocols for student meetings in Building 1.

When scheduling a meeting with a student or student group, faculty/staff will notify the Receptionist via an email to SOMReceptionist@uiwtx.edu and include pertinent details such as **meeting location, date, time** and **attendees**. This will ensure these appointments are managed appropriately for all involved.

SOM students are not generally required to sign in at Security for a scheduled meeting with SOM faculty, staff or leadership. Students may proceed upstairs to the Receptionist desk and receive assistance from there. Exceptions are made in the following instances:

1. If a student is meeting with Student Support, OSA, Behavioral Health or Enrollment staff, they may proceed directly to the 1st floor lobby in the A-wing. Using the telephone provided at the reception desk, students should call the individual they are scheduled to see, as listed on the contact sheet provided to notify them that they are in the lobby. This phone may also be used to contact staff in these departments for impromptu meetings.
2. If a student arrives for an SPC meeting, they will notify security that they are here for this meeting. The officer will direct them to the 1st floor lobby, where OSA staff will manage from there.
3. If the SOM receptionist is not on campus, students should let the security officer know who they need to meet with and the officer will call the individual to notify them of the student's arrival.
 - a. The faculty/staff member should then go to security desk to escort the student to their office/designated meeting room.
 - b. If the student does not have an appointment and the faculty/staff member is not available, the security officer will ask the student to email the individual to schedule a meeting.

Upon completion of all meetings, faculty/staff will escort the student back to the lobby to exit the building.



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Campus Guest/Visitor Protocol

The following are protocols for non-UIW personnel (visitors and vendors) on the SOM campus.

1. All non-UIW personnel are to stop in Bldg 1 at security to sign in. Those who are on campus for a meeting or teaching responsibilities should then proceed to the reception desk and receive assistance from there. If the receptionist is not on campus, security will contact the faculty/staff member to notify them of their guest's arrival - the faculty/staff member should then go to security desk to escort their guest to the designated meeting space/class.
2. If a student wishes to provide friend/family members a tour of campus, the student must first bring their guest(s) to the appropriate security desk and sign in. Student must show their UIWSOM badge.
3. For vendors/contractors, the officer will contact the individual's stated Point of Contact (POC), who is expected to be on campus at that time. POC should go to security to meet the vendor and escort them to where they need to go.
4. Upon completion of their visit/work, individuals should **sign out with security** before leaving campus.

In the event that a vendor states they are here to meet someone who is **not** on campus, not aware of the visit, or unavailable to meet with them, the officer should reach out to UIWSOM Site Lead to confirm next steps, which would include one of the following:

1. S/O can escort visitor to the location they need to access (in this case, s/o will need to stay with them until their work is complete), then back to Bldg 1 to sign out and leave campus), or
2. Vendor will be asked to return at a later date (in this case, they should reach out to their POC at SOM to schedule an appropriate time to meet).

Contacts:

Site Lead

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Receptionist

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(210) 619-7261