

## Security and Visitor Policy

Rev. No. 2

### **Introduction:**

For security purposes and based on the safety sensitive nature of the Utilities Department Properties the following Security Policy shall be enforced. Access by visitors shall be limited and regulated by the Visitor Policy as a measure of security.

### **Security Policy:**

All access points shall remain closed and secure (locked) as much as practicable. This shall include, but not be limited to man gates, vehicle gates, doors, access hatches, tunnel entrances and all other such accesses that could allow entrance by a person or persons to the Utilities Department Properties. When and if an access point is to be left open the access point shall be attended at all times. All access points shall be checked that they are secure on a once per shift basis.

The electrically operated vehicle gate located southeast of the Facilities Building may be opened during normal business hours for short periods of time as necessary to allow for either personnel or vehicular traffic. Such activities are allowed based on security camera monitoring of this access point.

The man gate located adjacent to the electric vehicle gate should be secured except during times when personnel are arriving or departing the Power Plant. This applies to the day shift personnel only.

Any and all suspicious activity or the presence of unauthorized persons within the perimeter of the Utilities Department Properties is to be immediately reported to the Utilities office and the Notre Dame Security Police.

### **Visitor Policy:**

Visitors include all persons other than Utilities Department employees or persons under contract to the University (contractors / consultants), Notre Dame Fire or Security personnel or other Notre Dame employees that require admittance for a routine work related purpose.

Visitors will be classified in one of three ways;

- General Visitor, access to office and warehouse only, no access to operational areas
- Escorted Visitor, access to office and warehouse, but requiring an escort for access to operational areas
- Unescorted Visitor, open unescorted access to all Utilities areas including operational areas

General visitors are required to sign in and will not be issued a badge. Should their visit change they must return to the front desk and sign out and sign back in as either an Escorted or Unescorted Visitor.

Escorted Visitors upon arrival will be issued a white badge marked "VISITOR". They may move freely in the office and warehouse area, but are restricted from entering any operational areas without being escorted by an authorized departmental staff member.

Unescorted Visitors upon arrival will be issued a red badge marked "UNESCORTED". An authorized departmental staff member shall sign off granting full access to said individual, at which time they may move about all areas without an escort.

Under no circumstances are escorted visitors to be left alone in any Utilities operational area.

Visitors will be issued badges (VISITOR OR UNESCORTED) and hardhats identifying them in general as Visitors for the easy identification by all Utilities personnel.

Should Utilities personnel find an escorted visitor unescorted within the Utilities operational area they shall approach them, inquire as to their purpose and escort them out of the operational area.

All visitors are to report to and be met at the Facilities Building so as to avoid unnecessary or unwanted access.

#### **Normal Working Hours Access:**

During normal business hours all visitors shall present themselves to the Utilities Department office located on the first floor of the Facilities Building. Visitors shall register and provide appropriate identification as deemed necessary prior to accessing any area of the Utilities operational areas. Visitors will be required to sign a waiver or have on file a current waiver (for the calendar year in progress) prior to entering the Utilities operational areas.

#### **After Hours Access:**

After normal business hours visitors are prohibited from entering the Utilities Complex with the following exceptions:

- Their presence has been approved by a Utilities Administrator either in writing or by direct verbal contact with the supervisor of the operating crew on duty.
- They are accompanied by a Utilities Administrator
- They are immediate family members of an employee that is working, in which case they will be allowed to enter the complex and meet with their family member in the break room area only. Such visits shall be brief and infrequent. Regular and routine visits are not permitted in order to ensure safety and productivity in the workplace.

#### **Tour Groups:**

All tours of the Utilities Department Properties must be approved in advance by a Utilities Administrator and all members of a tour group must register and sign a waiver. In order to expedite such activities the waiver form and a group registration form will be placed on the Utilities Web page to allow approved groups to complete this documentation in advance.

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