



Utilities and Maintenance Security and Visitor Policy

March 28, 2023

Rev. 12

Introduction:

For security purposes and based on the safety sensitive nature of the Utilities Department Properties the following Security Policy seeks to control access to the Utilities Department Properties. Access obtained by employees and contractors shall adhere to this policy. Access by visitors shall be limited and regulated by the Visitor Policy section as an added measure of security.

Security Policy:

Perimeter access points are points such as man gates and vehicle gates, which allow access to Utilities Buildings including but not limited to the Power Plant, East Plant, Combustion Turbine Building, Chiller Addition, Auxiliary Building, Diesel Generator Facility, Substation, South Campus Hot Water/PRV Station, South Campus Geothermal Station, Secondary Chilled Water Pumping Facility and other associated structures.

Building access points include doors, access hatches, tunnel entrances and all other such accesses, which lead directly into Utilities buildings or facilities.

All perimeter access points and building access points shall remain closed and secure (locked) at all times.

The **electrically operated vehicle gates** located southeast of the Facilities Building, west of the East Plant and north of the North Utilities Complex Access Gate may be opened during normal business hours for short periods of time as necessary to allow for vehicular traffic. Such activities are allowed based on security camera monitoring of this access point.

The personnel gate located adjacent to the Facilities Building electric vehicle gate shall be secured at all times, with access available through pin and/or card access. During normal work hours (6:00 am to 6:00 pm) authorized employees and contractors can access these gates using their card swipe only. After normal work hours employees can access the gates with both card swipe and pin identification, contractors will not be able to gain access and will need to contact the control room via phone at the electrical vehicular gate in order to gain access.

All other personnel gates shall be locked under all normal conditions.

The following **building access points** provide for card access. During normal work hours authorized employees and contractors can access these doors using card swipe only. After normal working hours employees can access these doors with both card swipe and pin identification, contractors will not be able to gain access and will need to contact the control via phone at the Boiler 4 personnel door in order to gain access.

- Power Plant Boiler No. 6 North Door

- Power Plant Boiler No. 4 Northeast Door
- Power Plant West Door
- Combustion Turbine South, West and North Doors
- Facilities Warehouse South, and two East (Office access) (Normally open during normal business hours for warehouse access only)
- Chiller 6 & 7 Southwest and Southeast Doors
- Dispatch Operations Center East & West Doors
- East Plant North, South, East and West Doors
- Power Plant Second Floor Server Room
- Instrumentation & Controls Shop/Server Room
- Secondary Pumping Station Southeast Door

All access points shall be checked by operations personnel at the start of their shift and at least once during their shift or after any access condition.

Any and all **suspicious activity or the presence of unauthorized persons** in or around the Utilities Department Properties is to be immediately reported to the Utilities DOC and/or office and the Notre Dame Police Department.

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 that require admittance for routine work or emergency related purposes.

Visitors will be classified in one of three ways;

- General Visitor, access to office and warehouse only, no access to operational areas
- Escorted Visitor, unescorted 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 red 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 white badge marked "VISITOR". 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. The presence of unescorted visitors to the power plant must be communicated with the operations staff in the DOC.

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

Visitors entering operational areas will be issued badges (ESCORTED OR UNESCORTED) and hardhats identifying them for 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 front desk 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 “A” Operator or Shift 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.

