KCTCS SYSTEM OFFICE
BUILDING ACCESS PROCEDURES

BUILDING ACCESS BADGE

Upon employment, each KCTCS System Office employee is issued a building access badge. That badge provides access to the building at one of two levels, 6:00 a.m. to 6:00 p.m. Monday through Friday or 24 hours, 7 days. The level of access is position dependent, with most employees assigned to the 6:00 a.m. to 6:00 p.m. level. **The building access badge is to be worn at all times while on the premises.**

Those having **6:00 a.m. to 6:00 p.m. access** have access through all entrances during that time period. Access to the building outside of those hours is available at the main entrance by presenting the building access badge to the security guard, who will provide admittance into the building, and signing in at the receptionist station. Employees must also sign out when leaving the building.

There are two levels of 24 hour – 7 day access:

> **24 / 7 Split Access** provides access to the main entrance and reception interior outside of the 6:00 a.m. to 6:00 p.m. work day. Employees are still to sign in and out at the receptionist station. This access level is primarily for upper level management who frequent the building outside of normal working hours.

> **24 / 7 All Doors** access provides building access through any door 24 hours a day, seven days a week. This access level is primarily for personnel who are on call 24 hours per day. Again, employees are still required to sign in and out at the receptionist station.

Employees who are working in the building and stay past 6:00 p.m. do not have to sign in or out at the receptionist station; however, if an employee leaves the premises and then returns to the building, they will be expected to sign in and out.

A lost building access badge shall be reported to Kelly Cook, the Building Access Coordinator, who will disable the lost badge and issue a new badge upon payment of a $16 badge replacement fee to Cindy Wells in Business Services.

A defective building access badge shall be presented to Kelly Cook, the Building Access Coordinator, who will issue a new badge. There is no cost for the replacement of a defective badge.

BUILDING ACCESS PROTOCOL

In order to maintain a safe and secure workplace here at the System Office, it is necessary that everyone comply with the following building access procedures.

Visitor Access

- When possible, employees expecting visitors should notify the receptionist via e-mail prior to visitor arrival. This notification should include the visitor name(s) and expected arrival time(s).

- All visitors, including visitors from KCTCS colleges, must register at the receptionist station.

- If visitors are to be admitted to the secure areas, they must be issued a visitor badge and be escorted by a System Office employee.

- The visitor badge must be visibly displayed.

- All visitors must sign out and return visitor badges to the receptionist when leaving the building.

Staff Access

- All employees shall have their Building Access Badge in their possession and visibly displayed at all times while on the premises.

- The receptionists are instructed not to admit employees into the secure work area from the public space using the remote entry button.

- Employees without a badge will be required to call their supervisor from the receptionist station to come and sign them into the building.

- Employees are not to let other staff "tailgate" into the building, either through the receptionist entry or through any other entrance.

- No employee or other unauthorized persons will be allowed to access the secure work area from behind the receptionist desk.

- If there is a staff member whom a supervisor wants to bar from after-hours entry, that supervisor shall inform Facilities Management (Rebecca Weatherford) of that fact and the employee's name will be provided to security who will then deny that person after hours access.

- When an employee's access to the building is suspended, either temporarily or permanently, Human Resources and the employee's supervisor are to notify Facilities Management and that employee's ID badge is deactivated. The receptionists and security guards are then notified that the employee is not permitted access to the secure work area.

Remember that the building security system is here to ensure occupant safety and security, but its effectiveness is dependent upon the participation and cooperation of employees and visitors. For convenience, Facilities Management has a variety of implements that one can use to attach the badge to ones clothing.

BUILDING SECURITY ALERT PROTOCOL

When a security threat is identified, from an external or internal source, then access security becomes doubly important. Therefore the following Building Access Alert Protocol has been developed:

- When an employee is suspended or terminated and KCTCS leadership feels they pose a threat to the safety and security of the System Office, a "Building Access Alert" will be issued. An email will be sent to all System Office employees announcing the alert, signs signifying the existence of the alert will be placed at all entrances (visible from inside and outside) and the wording "Building Access Alert" will be announced on the television monitors throughout the building. Employees should be alert to any suspicious activity or behavior, and report same to the building superintendent at 6-3269.
- Unless there is serious, imminent concern for the safety of the System Office staff and visitors, the name of the suspended/terminated person will not be disclosed to protect privacy rights. If leadership has reason to believe that the individual presents an immediate, serious threat, all employees will be alerted to the identity of the person involved and security will be increased immediately.
- When a "Building Access Alert" is active, everyone must use their building access badge to enter the System Office. No "Tailgating". No exceptions. If an employee forgets his/her Badge, or the badge doesn't work, they shall go to the front lobby and gain admission there per the above Building Access Protocol. The receptionist will know who is not allowed into the building and will be aware of security procedures to follow if a suspended or terminated person attempts to gain entry.
- The same "Building Access Alert" procedures will be put in place if there is reason to believe that a threat exists from an external source, such as an abusive spouse or family member, or others.

The safety and security of all KCTCS System Office employees, guests and visitors is the number one priority. A safe and secure work environment is necessary for the effective completion of our daily responsibilities. KCTCS leadership will continually monitor security situations and take quick, effective action to ensure safety in the building.