

Effective Tuesday, January 3, 2012

SUNNYBROOK SECURITY AND BUILDING ACCESS

New CESD Sunnybrook campus building security procedures

In response to direction provided by the Clackamas ESD Board, and the Clackamas ESD Health and Safety Committee the administration is enhancing the building security system at our CESD Sunnybrook campus.

DOORS

- ✓ The main lobby door will remain open during ESD office hours (Monday – Friday from 7:30 am – 4:30 pm).
- ✓ The north back door adjacent to Springwater/New Era will be controlled by badge access and will be monitored by a security camera viewable by the front desk receptionist. This door is also equipped with an intercom monitored by the front desk receptionist for anyone wanting to enter the building without a CESD badge.
- ✓ All other doors will remain closed and locked at all times (this means no “propping” doors open).
- ✓ All other doors are for emergency exit only and are not to be used to enter or exit the building.

EMPLOYEE ACCESS BADGES

- ✓ All CESD employees have been or will be issued a building access badge. This includes all employees assigned to EI/ECSE, OHSP, CCRR, CIE, NIS, special education and administrative office staff. If you do not currently have an access badge, you may pick up your access badge in the Human Resources department during office hours 7:30 am – 4:30 pm.
- ✓ All employees are to wear their badges at all times when they are in the Sunnybrook building.
- ✓ If you forget your access badge, you are to park in the back, walk around to the front, and enter through the main lobby door. You may check out an access badge from HR for use during the day.
- ✓ If you lose your badge, HR will replace it. The first loss will be replaced at no cost to you. If you lose your badge a second time, it will cost you \$5.00 to replace it.

SCHOOL-BASED EMPLOYEES (LEEP, Heron Creek, LTCT), CLIENTS, and GUESTS

- ✓ School-based employees, clients, and guests will **park in front** (assuming space is available) and will access the building through the **main lobby door**.
- ✓ Access for school-based employees, clients, and guests who **park in the rear** will be provided from the main lobby reception desk. School-based employees, clients, and guests will follow

signs informing them to enter using the **north back door (near Springwater)**; they will press an intercom that will alert the front desk. The **receptionist will unlock the door remotely**.

ACCESS FOR PARTICIPANTS IN MEETINGS

- ✓ Providing access to the building before 7:30 am or after 4:30 pm continues to be the responsibility of the department hosting the meeting.
- ✓ Departments hosting scheduled meetings will assume responsibility for informing participants about how to access the building. In general, participants in meetings scheduled in Mt. Hope, Elwood, Oswego, or Canemah will park in front. Participants in meetings scheduled in New Era, Springwater, Brightwood, Bear Creek, and the NIS training rooms will park in the rear.
- ✓ Departments hosting meetings will arrange for building access for participants as they arrive. Participants who are late may access the building using the intercom at the north back door (Springwater).

PARKING

- ✓ All employees assigned to Sunnybrook are to park in the back parking lot.
- ✓ Parking in front and on the sides of the building is reserved for clients and guests with activities scheduled on the second and third floors. Meeting notices will include a statement about parking in front.
- ✓ Parking in front of the data center is reserved for pool cars and the courier van.
- ✓ Clients and guests participating in activities on the first floor will park in the back parking lot. Meeting notices will include a statement about parking in back.