

ATTACHMENT A

SECURITY PROCEDURES FOR TRANSPORTATION BUILDING

I. Building Access/Security

A. Access to the Building

1. The requirements listed below are minimum standards. The Department of Transportation Emergency Response Plan, Annex G, may require additional security measures; as outlined in Response to National Alert Levels. Additional precautions would occur at High (Orange) or Severe (Red) levels.
2. The Rice Street door on the first floor and the John Ireland Boulevard door on the ground floor will be open to Mn/DOT employees and the public from 7:30 a.m. to 4:30 p.m., Monday through Friday.
3. All other doors to the Transportation Building will be locked to entry from the outside at all times.
4. Access to doors, other than Rice Street or John Ireland Boulevard, Monday through Friday from 7:30 a.m. - 4:30 p.m., is by using a key card only.
5. Access after hours and on weekends is through the Rice Street entrance on the first floor. During this time employees:
 - a. Must access the building using their key card.
 - b. Must use a key card to summon an elevator.
6. The loading dock will remain locked at all times.
 - a. The dock will be equipped with an intercom, closed circuit television camera, and a key card reader.
 - b. Access to the building will be allowed by a key card and the intercom.
 - c. Vendors will be treated as visitors, and must obtain a vendor badge to go beyond the dock area.
 - d. Capitol Security officers will not accept nor be responsible for deliveries.
7. At no time should doors that are supposed to be locked be blocked open.

B. Access to the Staircases

1. All staircase doors will be equipped with card readers with the exception of the central staircase on basement, ground, and first floor.
2. The central staircase doors on the basement, ground, and first floors will remain open at all times.
3. North, central (Floors 2-8), and south staircase doors will be locked at all times and accessible by key card only.

C. Access to Elevators

1. Elevators in the lobbies of the basement, ground and first floor can be accessed by key card or through the use of the intercom to contact security.
2. Floors two through eight elevators can be accessed without the use of a key card.
3. Anyone having difficulty using the stairs may sign in and obtain a key card to access the elevators.

D. Public Events

1. Non-Mn/DOT events will be scheduled in public areas and not the secured part of the building.
2. Under no circumstances should non-Mn/DOT personnel, including families of Mn/DOT employees, be allowed in the secured parts of the building without an ID badge from the information desk. (See part III. E)

II. Identification Badges

- A. Access to the building will only be by employee and visitor ID badges.
- B. Employees and visitors must prominently display identification badges while on the premises.
- C. Employees working off-site (e.g. roadway, construction site, etc.) may elect to secure their badge so as to protect it from loss or damage.

- D. Employees are responsible for the replacement cost if badge is lost or destroyed. The established replacement cost is \$10.

III. Responsibilities

A. Managers/Supervisors

1. Authorize employees to receive an identification badge.
2. Authorize issuance of a temporary badges.
3. Require employees and visitors to prominently display their identification badge.
4. Determine which employee(s) under their supervision can authorize the entrance of visitors into the building.
5. Ensure that all equipment, machinery, and records are stored in a safe and secure location. Any loss must be reported immediately to the proper authority.

B. Office Director Designees

1. Schedule all employees located at Central Office to receive an identification badge and a key card from Capitol Security.
2. Check with the employee's, supervisor to obtain authorization for a replacement badge and schedule the employee with Capitol Security.
3. Obtain Mn/DOT's identification badge and key card and other property from terminated employees.
4. Return the identification badge, key card, and any other keys to the Civil Rights and Administrative Services designated authority.

C. Mn/DOT Homeland Security and Emergency Management

1. Develop department-wide guidelines and policies on facility security issues.
2. Provide training on Homeland Security and Emergency Management procedures and processes.

D. Office of Human Resources and Administration

1. Act as liaison between Plant Management, Capitol Security and Mn/DOT's Central Office.
2. Coordinate and schedule employees with Capitol Security to receive their ID badge and key cards.
3. Participate in employee training and new hire orientation, as it pertains to building security.
4. Update and maintain a security data base.
5. Coordinate with Office Directors, Designees, and Capitol Security to collect all cards, keys and other equipment upon an employees' termination of employment with Mn/DOT.
6. Coordinate with other Metro and District Offices to ensure all employees are provided proper authorization and cards (as required by each location) for secure movement of people and equipment throughout Mn/DOT's facilities.
7. Receive completed key card and identification badge requests from office managers.

E. Employees

1. Wear the Mn/DOT identification badge with their picture showing at all times.
2. If designated, authorize entrance of visitors into the building.
3. Escort visitors in non-public areas of the building.
4. If guests are expected, employees must e-mail or call the Information Desk to inform them of the guest visit and provide the guest's name and expected arrival time. The sponsoring office will also assign someone to greet the guests on the first floor at their expected arrival time. If guests are early, the Information Desk will call to inform of their arrival. Phone, don't e-mail, the Information Desk if visitors are scheduled to arrive on the same day.

5. The sponsoring office or employee will escort your guest(s) to the meeting place and back to the Information Desk to return their visitor badge and to check out.
6. If an unexpected visitor arrives, the Information Desk will try to contact the individual to be visited. If not available, the visitor will not be allowed to proceed into the building.
7. If a badge is lost or is misplaced:
 - a. Report the loss to your office manager.
 - b. Sign in at the information desk on the first floor and request a temporary badge. (You may be asked for another form of ID).
 - c. Return the temporary badge to the Capitol Security officer at the end of each day.
 - d. Employees are responsible for the replacement cost of missing badges.
8. Upon termination return the badge, key card, and other Mn/DOT property to the Office Director's Designee.

E. Visitors

1. Must sign in at the information desk located on the first floor of the Transportation Building.
2. Obtain a visitor's badge from the Information Desk.
3. Display a visitor's badge while in the building.
4. Return the badge to the Information Desk and sign out upon departure from the building.
5. Other DOT Employees (Metro and Districts) and other State Agencies' employees on the Capitol Complex with a valid DOT badge and CO keycard will sign in but need not to be escorted. Employees without a CO keycard need to sign in and be escorted.
6. Guests and Customers who use the Cafeteria, Map Sales, Plans & Proposals, and the Credit Union will not be required to sign in and get a visitor's badge.

7. Guests who are unable to use the stairs to travel from the ground floor to the first floor Information Desk should proceed to the elevator and use the intercom to notify security of their arrival, or stop at the Information Desk on the ground or first floor and obtain a key card to access the elevators.

F. Plant Management Section of Department of Administration

1. In conjunction with State Capitol Security, maintain access cards and access schedules for Plant Management staff.
2. Notify Mn/DOT Office of Human Resources and Administration and Mn/DOT Homeland Security and Emergency Management of schedules and names of all vendors and contractors doing work on or around the Transportation Building in advance.

G. Capitol Security

1. Provide employees with ID badges and key cards.
2. Issue and collect temporary badges.
3. Provide visitor badges.
4. Provide 24 hour escort service to and from personal vehicles in the Capitol Complex parking lots.

IV. Emergency Situations

In case of an emergency, or to report a criminal act in the Transportation Building, employees should first call 9-911 and then Capitol Security at 296-2100.

B. Emergency phone numbers relating to the Transportation Building are:

Police, Fire, Medical	9-911
Capitol Security—Emergency	651-296-2100
Capitol Security--Non Emergency	651-296-6741
Central Office Safety Administrator	651-366-3003
Central Office Security Administrator	651-366-3135
Facilities Management	651-366-3095
Homeland Security and Emergency Mgmt. Dir.	651-366-3364
Human Resources and Administration Director	651-366-4818
Information Desk	651-296-7063
Safety Director	651-366-3075
Support Services Director	651-366-3114
Transportation Building Security Desk	651-366-3138