

Capitol Avenue Complex Visitor Protocol

Please inform Security well in advance of every meeting so that they can assist people in finding their way to the meeting location.

Send the following information to the main Security office at 450 Capitol Avenue by email (capavesecurity@servuscorp.com) or fax (247-5702), so that it is available at all building entrances:

- date, time, location (including building number and room), and name of meeting
- meeting contact person and phone number
- list of all invited attendees

Indicate whether invited attendees may be sent to the meeting room unescorted, or asked to wait for the meeting contact to meet them at the Security desk. The Security officer is required to ask all visitors to show a photo ID and sign in. If the visitor's name is on the list to attend a meeting that day, the officer can let the visitor into the building without an escort. If the visitor's name is not on the list, the officer must call the person whom the visitor is here to see. That person can either come to the Security desk to escort the visitor in, or tell the officer to send the visitor to the meeting place.

Visitors who do not present a photo ID will not be admitted to the building unless identified in person by the meeting contact.

We have been asked by Security to remind employees that all visitors should be directed to enter and leave the DDS offices at 460 Capitol Avenue through the main (rear) entrance only. Security has observed that on occasion individuals have been granted access from the street to the 460 lobby and then again through the lobby/office access point into the DDS workspace.

In addition, we have been asked to remind employees that automatic door opening buttons are to be used in only limited circumstances, ideally only for those with mobility impairments. While it is understood that on certain occasions staff without such limitations may need to use this feature to make it easier to transport unwieldy material, the feature not should be used as a mere convenience. The buttons keep the subject doors open for an extended period and the concern is that during this period unauthorized individuals could enter the DDS workspace without the knowledge or observation of the staff member who opened the door in that manner. This is especially critical at the front entrance.