

School for Marine Science and Technology

Building Access Policy

SMAST (New Bedford) is a locked facility 24 hours a day and seven days of the week, requiring the use of an activated UMass ID to gain entry into the facility through the primary entrances (described below).

Individuals who work at SMAST may have access to the building at times other than the "usual" working hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. An authorization form must be filled out and signed by your supervisor or other authorized official and returned to the SMAST Facilities Manager. Visitors and non-authorized personnel requiring access should ring the doorbell located to the right of the door, at which time Dean's office staff will greet the visitors and ask them to identify themselves before allowing access. To access the building during off hours, you will need a gate remote for the parking lot gate, your activated UMass ID, and the access code to the building alarm. Building access requires significant individual responsibility to ensure that the building, its contents, and personnel remain safe and secure. A sign-in book is located at the entrance and should be used, especially during "off hours". This will allow those setting the alarm to know if others are still present within the building.

The building alarm is **off** during normal business times 8:00 a.m. to 5:00 p.m., Monday through Friday and while authorized personnel are in the building. The gate is left open from 8:00 a.m. to 5:00 p.m. Monday through Friday. During holidays both the parking gate and the lock on the front door will generally remain closed.

Access to the Parking Lot

The gate may be opened automatically by users possessing a remote access device. These devices will be issued to authorized personnel upon request and with approval by an authorizing official. Each is uniquely coded to guard against accidental loss; that is, the device can be rendered inactive electronically. These devices are not to be shared and must be returned whenever association with the laboratory is ended. If the device is lost, the SMAST Facilities Manager must be informed immediately.

Personnel that need to leave a vehicle in the parking lot for an extended period of time (including overnight when individuals are not in the building) are asked to park in the back of the parking lot. Individuals should inform the Facilities Manager in writing with owner's name, make, model and color of vehicle prior to leaving the vehicle in the parking lot for extended periods of time. In doing so, this will assist with locking of the building through a visual sweep and assisting campus police by identifying longer term parking.

Card Access to the Building

Your UMass Pass ID will need to be activated to gain building access. A card-swipe mechanism is located to the right of the doors to the building. After passing the card through the reader or holding the card next to the reader, the right-hand door will unlock. The user is electronically recorded; it is imperative that the cards not be shared. If a card is lost or stolen, the SMAST Facilities Manager must be informed immediately. The card can be deactivated electronically.

The door is held locked with a magnetic seal that will withstand considerable pressure. The magnetic seal does not automatically replace the lock opened by laboratory and office keys. Thus, it may sometimes be necessary to use both the card and the key.

Building Alarm

Each authorized user will be issued a unique access code to arm and disarm the building alarm system. This code cannot be shared with another person. Any exception will result in loss of building access privileges.

- At times other than normal business hours, access to the building is permitted only through the front doors. Whenever they are locked upon arrival at SMAST, the right-hand door can be opened with your UMass ID. After entering the building, the doors must be fully closed and remained locked. The

magnetic seal is deactivated by an electronic sensor above the door; thus egress is always possible. If difficulty is encountered with the door, campus security must be called at once at 508- 999-8107 and informed of the problem.

- The first thing to do after entrance, and before checking on the status of the locked doors, is to determine if the building alarm needs be disarmed. When the alarm is set, a low whistle will be emitted upon entrance. You have 90 seconds to disarm it before the local police are called. Go over to the alarm box and look at the display. If the first word is "ON" and the LED light is "red" immediately enter your unique four-digit access code. The "ON" will disappear to be replaced by the first words "SYSTEM READY." If the system is ready when you come into the building, do not enter your access code. Entering the access code at this point would engage the alarm followed by the alarm being set off.

If you make an error when you begin to enter your access code, immediately start over. No extra buttons need be depressed. If you ever get into the building and suddenly forget your number, immediately get to a phone and call campus security at 508-999-8107 or SMAST Facilities Manager (number below key pad) and explain the problem. A local police cruiser will be dispatched immediately. You may want to wait outside because the alarm is quite loud.

- After you have checked the alarm, you can now make certain the door locks properly. Next, you must sign the logbook in the hallway giving the date, your name, the time you check in, and your destination. If the alarm has been already disarmed, someone else must be in the building and the log will allow you to determine who and where the individual(s) is (are).
- When you are ready to leave the building, the steps are reversed. First sign out on the logbook. If you are the last person in the building, engage the alarm by entering your access code. After a few seconds the words "SYSTEM READY" will be replaced by the word "ON." You have a brief time to exit the building. Make certain that the door is locked. Unlock the gate using the remote access device.
- It is imperative that you follow these instructions. Entering the building and checking the status of the alarm is easy. Exiting the building and knowing that you are the last person to leave will be a problem if not everyone signs the log sheets whenever the building is entered. Remember that if the alarm accidentally goes off, get to a phone immediately and call campus police at 508-999-8107. Identify yourself and explain the problem.

Security Summary

To further ensure that the building is secure we are asking everyone to assist us with the following:

- Do not let anyone unfamiliar into the building (Deliveries and guests will need to ring the front door bell to gain access by the Dean's office staff)
- Only use the front and rear door when entering and exiting the building.
- Do not prop open any of the external doors (if you are moving items in and out of the building you can prop the door open but please do not leave the open door unattended)
- Do not leave any external doors unlocked (if you unlock an external door to gain access, please ensure that the door is locked after entering)
- If you are the last person leaving the building, please verify that the building is unoccupied by both checking the parking lot and making a quick sweep of the upstairs and downstairs halls.