

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0838 (EFM)
Effective Date: 07-23-12
Person Responsible: Health and Safety Coordinator

Subject: Gypsy Lane Complex Facility Access
Last Revision: 02-24-23

Approvals/Date: [Signature] 2-28-23
Superintendent, WCBDD Date
Department Director Date

- The following definitions will apply:
Access Control - The process of granting access to a facility by authorized users.
Authorized User - Staff and/or individuals served who are assigned a fob to access facilities.
Visitor - Any person not assigned a fob.
Facility - Wood Lane School (WLS), Service and Support Building (SSB), Community Supports Building (CSB)
FOB - An electronic device used in conjunction with a card reader and software to enable access to an assigned facility.
Offline - A designated time the access control system will be deactivated to allow entry for a "visitor" at a specified door.
"Piggyback" - A term used to describe entering a facility behind another person without gaining access with an assigned facility fob.
1. In order to receive an assigned fob for entrance to a facility your supervisor and department director must approve. The request form 03-ALL-ALL-0416 must be complete and signed prior to distribution of a fob.
2. Authorized users will have access to the facilities during normal business hours as described by the facility manager and/or department director. Additional hours of access will be assigned based on position and hours worked.
3. A facility fob, under no circumstances shall be borrowed to/from another authorized user to gain facility access.
4. Access to any given facility is not to be "piggybacked" off of another authorized user.
5. Authorized users are responsible for keeping the fob secure at all times. Fobs are not to be left unattended.
6. Malfunctioning fobs are to be returned to the Health and Safety Coordinator or designee for replacement.
7. If you must gain access during normal operating business hours and do not have your fob with you, or you are waiting for a replacement fob, you must access the facility through the visitor entrance at each facility.
Visitor Entrance location at each facility
• Wood Lane School - Entrance "A"
• Service and Support Building - Entrance "B"
• Community Supports Building - Entrance "C"
8.
a. Doors shall be scheduled to be "offline" as required to provide access for special events or public activities.
b. If an entrance is to be scheduled "offline" the scheduled times will be 15 minutes prior to the start to 15 minutes after the scheduled start time of the pool activity.
c. A notification is to be sent to the Health and Safety Coordinator or designee in writing to schedule an Entrance to be offline.
d. If access is needed for after hour meetings, the meeting facilitator may be asked to open the doors for visitors.
e. Any modification to the time before/after need to be in writing and directed to the Health and Safety Coordinator
9. Doors are not to be propped open to bypass the access controls system.
10. Visitor Access
a. Staff operating the intercom system located at the WLS, SSB, CSB Buildings are to ask the person to state their business and who they are to see.
b. Staff are to have visitors sign in and wait for the person whom the meeting was scheduled with. Staff are to meet the visitor in the lobby/reception area and walk the visitor to the appropriate location. Reference Procedure 02-ALL-ALL-0826 (AD) - Visitors.
c. If a visitor is requesting a public phone, "a public phone" is not available for use.
d. Local Law Enforcement - 911 or BG Police Department 419-352-2571 shall be notified immediately if the person does not leave the property or creates a disturbance. The Superintendent and immediate supervisor shall be notified after the call to law enforcement.

References: 02-ALL-ALL-0826 (AD)
02-ALL-ALL-0571 (EFM)

Forms: 03-ALL-ALL-0416

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