

**Title:** Facility Security  
**Date of Current Version:** March 2019  
**Replaces Version:** April 2012

### **Background**

To provide a safe and secure building during all hours of the day. Building security is also used to provide authorized access to specific areas of the facility.

### **Facility Security**

1. Visitors must take necessary precautions to secure personal property. The City of Iowa City and The Center are not responsible for theft or loss of property.
2. Exterior lighting shall be used to illuminate all exterior door entrances to the building.
3. Battery powered backup systems for the elevator, computerized facility access system, and emergency lighting are in place and become operational during a power failure.
4. Security cameras are located throughout the facility and are monitored as needed.

### **Keys and Key Groups**

1. Keys and key groups are used to provide limited access to some interior areas of the facility.
2. The Center's operations assistant oversees facility key distribution and security.
3. To facilitate tracking and identification of keys, each one is numbered and coded. The code indicates the areas of access provided and the number is used to identify the individual assigned the key.
4. Facility keys are never assigned to visitors, participants or renters.
5. Eligible key-holders are assigned to a coded key group that will provide access only to areas of the facility necessary for them to carry out their specific job responsibilities. For instance, the grand master group provides access to the entire facility and is used by the coordinator or designee and Fire and Police departments.
6. Keys and key privileges may be revoked at the discretion of the coordinator or designee for such things as providing unauthorized access to the facility, giving the key to an unauthorized person, or failure to maintain facility security.
7. A facility grand master key and staff access card are maintained in the Knox box for the Fire and Police departments.

### **Building Access Control System**

1. To provide authorized users access to the building without compromising building security, a network of computerized access timers, proximity cards and readers are in place.
2. The building access control system allows for exterior entrances and interior spaces to be locked and unlocked on a programmed schedule, and for staff and members to access designated areas using programmed proximity cards.
3. The operations assistant is responsible for oversight and day-to-day management of the computerized door security system, and programming, issuing, or cancelling system access cards based upon approved access needs.

4. At the discretion of the coordinator or designee, proximity cards and/or access to a room or the facility can be modified or deactivated at any time for such things as providing unauthorized access to the facility or giving the access card to an unauthorized person.
5. Lost or damaged proximity cards must be reported to The Center's operations assistant immediately for deactivation.

**Administration**

The Center coordinator or designee authorizes access to the facility during non-routine hours of operation and oversees the operation of all security features, e.g. fire sprinkler system and all related components and door security system.

Approved by the Senior Center Commission on: 5/16/2019