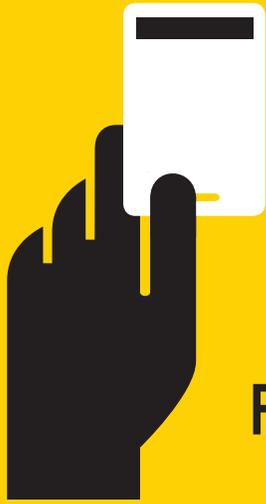
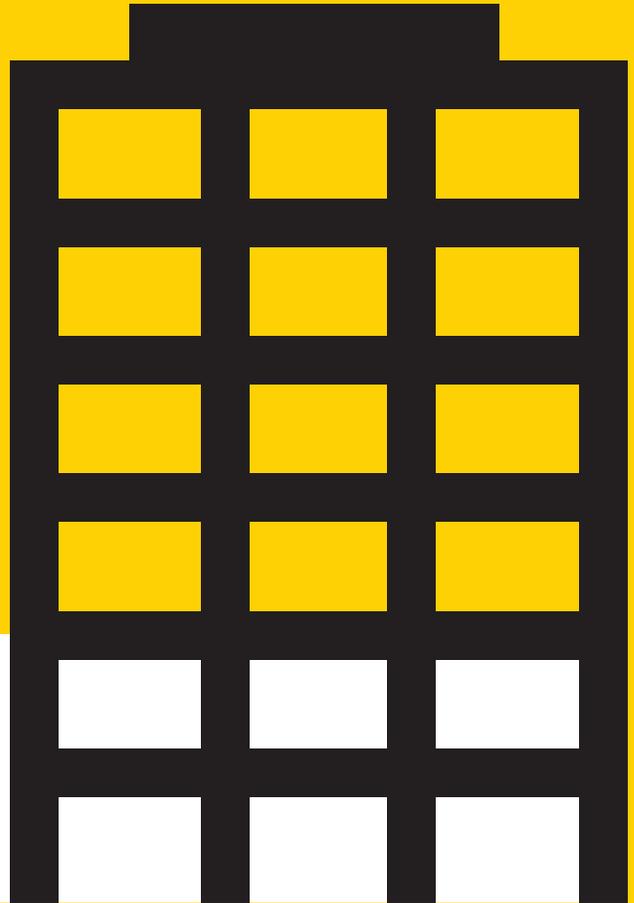


NR BUILDING SECURITY PROTOCOL



**ACCESS
CARD
REQUIRED
FOR THESE
FLOORS**

6
5
4
3



OPEN



2
1



**ONE
ACCESS
CARD PER
PERSON**



**No Access Card Required
for Floor 1 and 2
Public Areas.**



**If you see something suspicious, please report it to the main lobby reception desk,
local law enforcement, or in the case of an emergency, call 9-1-1.**

Natural Resources Building, Olympia

Security Improvements

Frequently Asked Questions

What is the NRB Security Upgrade project?

The departments of Fish and Wildlife, Natural Resources, Agriculture, and the Recreation and Conservation Office are working with the Department of Enterprise Services on security upgrades for the Natural Resources Building. The goals are to:

- Increase the safety of employees and visitors.
- Install a new, more convenient proximity card key system for the building.
- Minimize negative impacts of the changes on visitors and employees while promoting enhanced security for everyone who works in and visits the NRB.

Why do we need improved security?

Several incidents have occurred in which members of the public have mistakenly wandered into work areas. The relatively open access that has characterized the NRB since its construction poses a risk to public property, the security of data and information, and the physical safety of staff members.

Security Improvements

Proximity card readers are being installed throughout the NRB. Visitors will be required to obtain a visitors badge. All building occupants will be required to have their badge on them at all times to travel throughout the building.

What is the difference between the existing card readers and the proximity card readers that are being installed?

The existing card readers require you to slide your badge through them to gain access. The proximity card reader will automatically unlock the door when your badge approaches the reader.

How will the changes affect me?

Improvements are being made on all floors of the NRB, but they will be most noticeable on Floors 3 through 6. The project was designed to preserve public access to Floors 1 and 2. Public access on these floors is generally open to visitors, and agencies have already taken steps to improve physical security there. *All building occupants will retain their current levels of access.*

The new system will allow for immediate lock down of all exits and entrances in case of an emergency and will automatically deactivate visitor badges that have not been returned.

NRB employees will be required to remind visitors to return visitor badges at the end of their visit to the NRB. Replacement of missing badges will be charged to the program last visited.

No changes are being made to the parking garage or to the elevators and escalator from the garages to the building lobby. Building access outside and garage entrances will remain unchanged during normal business hours.

All floors

- Existing card readers are being replaced by proximity card readers, which do not require a person to slide their card through the device.
- Proximity card readers are being installed at the inside of all stairwells on Floors 2 through 6.
- Proximity card readers are being placed in all passenger and freight elevators, which will open on Floors 1 and 2, as well as those floors the cardholder has approved access to.
- Signs are being created to inform visitors and staff about the card access improvements.

Floor 1

- A new reception area is being created in the in the main lobby (rotunda), where all guests will sign in and out and receive and return visitor badges during regular business hours.
- Guests visiting Floors 3 through 6 will be required to obtain visitor badges that will activate proximity readers on the floors they are visiting.
- The reception area will also serve staff members who need to report a lost or stolen badge. The receptionist will provide temporary badges that must be returned after a replacement badge has been issued by the card key administrator for each agency.
- The existing card reader at the center stairwell will be removed.

Floor 2

- The existing card reader will be removed from the door at the top of the stairs from the rotunda.
- New proximity readers will be added to the inside of the stairwells but will only be activated for 2nd floor access during afterhours.

Floors 3 and 4

- The doors leading from the elevator lobby into the corridor will be locked at all times. An access card will be required to open them.
- The door leading from the elevator lobby into the lunch room will be locked from the lobby side at all times.

Floors 5 and 6

Security cameras and reception stations will monitor entrances to these floors from the elevators and the center stairwell.

When will the changes take effect?

Phase 1 of the project will be the replacement of the current card readers with proximity card readers. This should be completed shortly.

Phase 2 of the project will be the installation of additional proximity card readers throughout the building which will take place over the next few weeks; NRB employees will be notified before new proximity card readers are activated.

New signs will be added and current signs in the building will be updated to reflect the new system.

Once the system has been successfully installed and is fully operational, there will be a 30-day transition period for employees and visitors to become used to the new procedures. Additional notices will be sent to employees as that date approaches. In the meantime, employees are urged to begin wearing their cards now.

I work only occasionally at the NRB. Do I still need a security badge?

Everyone entering nonpublic areas will need to check in with reception and receive a visitor badge. For employees, it will be up to you and your supervisor to determine whether you need a permanent badge or can manage with a visitor badge when you come to the NRB.

My agency already provides me a security badge. Will I need to get a new one?

No, your current badge (regardless of its color) will still work with the new proximity card readers.

What happens if I don't bring my badge to work?

You must wear your badge at all times; otherwise you will not be permitted to enter any work areas without it. If you forget your badge, you will need to obtain a visitor badge for

the day from the reception desk in the rotunda. If you check out a temporary card, you must return it or your program will be charged for a replacement card.

How will badges prevent unauthorized people from entering the work areas?

Badges will be required to enter all work areas on Floors 3 through 6. The new system and related requirements will help to prevent unauthorized access to the building. Card readers, door locks, video cameras and other devices all require human attention to deliver the maximum security benefit.

Can I let other people in to the building or on to my floor with my card?

No. One card per employee, please – no “tailgating.”

The cooperation and diligence of all employees will be required to ensure that only authorized employees enter secured areas. Don’t follow others into secured areas without using your own badge to gain access, and don’t let other employees or visitors follow you in without their own badge. If you notice a person without a badge or visitor badge, please report it to your division administrator.

I still have questions. Whom should I contact?

Visitors should consult with the party they are to visit. Employees should check with their division’s facilities administrator or their agency’s executive managers for more details.