

**Subject: Access Control Plan**

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## ACCESS CONTROL PLAN WARNECK PUMP STATION AND SOLID WASTE MANAGEMENT FACILITY

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### SECTION 1.0 PURPOSE

This Access Control Plan has been developed for the Warneck Pump Station (WPS) and the Solid Waste Management Facility (SWMF) in order to comply with: 1) the New York State Public Employer Workplace Violence Prevention Law that went into effect on March 4, 2007, with final regulations taken effect April 29, 2009; and 2) The Development Authority of the North Country's (Authority) Workplace Violence Prevention Policy by Resolution No. 2009-08-02 on August 20, 2009.

This Access Control Plan describes the methods, procedures, and measures to be used by the Authority to establish physical and personal control measures and prevent loss, damage or compromise of assets and interruption of business activities at the WPS and the SWMF. This access plan only applies to facilities that are owned by the Authority; as such leased space is not included.

## **SECTION 2.0 MANAGEMENT CONTROLS**

### **2.1 Risk Assessment**

As part of the Authority's Workplace Violence Prevention Policy, each division completes a Workplace Security Checklist. These checklists are completed annually by division managers. The results of the checklist are compiled by the Authority's Compliance Officer and reviewed by the Authority's Safety Committee for recommended actions.

### **2.2 Preparation Access Control Plan**

A person knowledgeable with the access features at the facilities will prepare, as well as maintain, the Access Control Plan. Once the plan is completed, it will be maintained on file at the WPS and the SWMF. This Access Control Plan is to be made accessible to all employees and coordinated with local law enforcement. This document will be reviewed and updated annually or when a task is added or changed.

## **SECTION 3.0 WORKPLACE VIOLENCE PREVENTION TRAINING**

Workplace Violence Prevention Training must be provided to all employees and a record must be kept of such training. This training must address the following topics:

1. Components of access control plan
2. Engineering controls instituted at the workplace
3. Work practice controls instituted at the workplace
4. Techniques to use in potentially volatile situations
5. How to anticipate/read behavior
6. Procedures to follow after an incident
7. Periodic refresher for on-site procedures
8. Recognizing substance abuse/paraphernalia

## **SECTION 4.0 FLOOR PLAN, EVACUATION PLAN**

Emergency evacuation plans shall be posted near the exits of all offices and work areas at the WPS and SWMF. These plans show the general layout of the building floor plan and locations of exits, fire extinguishers, and pull stations.

Both facilities shall have documented procedures for employees to follow in the event of an emergency situation and/or evacuation. Procedures and gathering points are included in the Health and Safety Manual reviewed by all employees. An annual evacuation drill shall be performed to ensure employee preparedness should an emergency situation arise.

## **SECTION 5.0 ENGINEERING CONTROLS**

### **5.1 Warneck Pump Station Engineering Controls**

With the exception of the front parking area, the WPS perimeter is completely enclosed with security fencing, having only one power entry gate. The access gate is open during daily operation at the facility. The first employee to arrive and last employee to leave at the end of the business day activates the gate opener by entering a personal code into the keypad located outside the gate or using a radio remote opener, which is provided to employees that work at the facility. Access to the main entrance door at the WPS is controlled through a magnetic lock keypad. Personal codes are specific to employees, allowing for monitoring of access to the facility after business hours. Other doors are locked and the Water Quality General Manager maintains a list of employees that have been assigned a key to the facility.

The parking lot is well lit from sunset to sunrise. A closed circuit monitor located inside the administrative office displays the parking lot. The building is equipped with magnetic door closures, as well as motion detectors in the SCADA room and the operator room which will set off the alarm once the security system is activated. The first employee to arrive and last employee to leave at the end of business hours is responsible for activating the security control panel located at the main entrance to the facility. Once the system is activated, it will automatically call Rapid Response Monitoring of Syracuse, who is sub-contracted by CREG Systems, when an alarm is triggered. Rapid Response will then dispatch emergency services based on our emergency call protocol and the type of alarm.

To enhance current facility controls, security video cameras may be added to the facility in 2011. These cameras will be capable of recording activities at the site and be positioned to monitor critically sensitive areas.

### **5.2 SWMF Engineering Controls**

The Access Control Facility (ACF), also referred to as the Scalehouse, and the Operations & Maintenance (O&M) buildings at the SWMF have electronic door locks at all entrance points and alarm panel touch pads inside the main entrance at each facility. The alarm touch pads require personal codes to access the facility. Employees are given access by the General Manager and the Lead Mechanic manages the day-to-day oversight of the system. The General Manager will maintain a list of personnel that have been provided with keys or access codes. The personal codes allow for tracking which employees enter buildings after business hours. Select employees, designated by the General Manager, possess keys to override the electronic key pads in case of malfunction. Security Plus is automatically notified when an alarm is set off and dispatches the appropriate emergency services.

The facility has a power entry gate to control vehicle access at the entrance to the facility on Route 177. This gate is open during business hours. Personnel working after hours are able to exit the facility by driving up to the gate which will automatically open and close after they

have exited the site. The last employee leaving either the O&M or ACF buildings activates the security system. The parking lot is well lit between sunset and sunrise.

The ACF located at the entrance to the SWMF has electronic locks that remain locked during and after business hours. The ACF is also equipped with closed circuit monitors both inside and outside the facility. ACF employees are informed of the closed circuit monitor in the facility. The only two employees with access to view the closed circuit monitor in the ACF are the SWMF General Manager and the Regional Recycling Coordinator.

To enhance current facility controls, security video cameras may be added to the facility in 2011. These cameras will be capable of recording activities at the site and be positioned to monitor critically sensitive areas.

## **SECTION 6.0 WORK PRACTICE CONTROLS**

Most employees should have only a computer, paperwork, and basic office supplies on their desk. Files containing sensitive information should not be left unattended on desks, especially over night. Both facilities use an internal phone system as a means of secure communication among personnel of the Authority.

Office, shop, or other working areas should not have obstructed exits; any slight obstruction must be removed. Emergency phone numbers for 911 and 3E MSDS are posted near phones.

## **SECTION 7.0 PUBLIC ACCESS CONTROLS**

### **7.1 Warneck Pump Station Public Access Controls**

Visitors (all Authority and non-Authority employees) must use the main secure entrance that is opened electronically by the Office Manager, upon the visitor announcing themselves through the intercom placed by the door. There is no substantial reception area, however there is a small countertop separating visitors from the Office Manager. Employees receiving visitors shall notify the Office Manager in advance. The Office Manager will maintain a log of visitors entering the facility which will include the visitor's name, date, time of arrival/departure. Visitors, other than Authority employees, shall be escorted around and out of the facility by Authority personnel, when appropriate.

### **7.2 SWMF Public Access Controls**

All visitors must sign in at the ACF upon arrival. Visitors and non-regular vendors shall be escorted around the facility, as appropriate. The Access Control Facility shall maintain a log of visitors entering the facility which will include the visitor's name, date, time of arrival and departure.

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