Access Control & CCTV Monitoring Policy

General Overview

1. Access to the facility is a privilege, not a right, and is granted, denied and revoked at the discretion of the facility manager or other University authority. Access cards are available to any Engineering student with a legitimate need by completing an application and a current Safety & Access Agreement. Other access is generally granted, but is on a case-by-case basis.
2. Access varies with the time of day, day of the week, and academic calendar, as well as the needs, experience level, and safety history of the requestor.
    2.1. Undergraduate laboratory access (MAE 100, 115, 490, 491, 492) is granted at predetermined times as agreed to by the course instructor and the facility manager.
    2.2. Open shop hours (generally Friday 8-11 and 1-4) allow access to all users without specific request. Appointments are strongly suggested for other days / times.
    2.3. After-hours and weekend (unsupervised) access is closely regulated and only granted to those students with a legitimate need and that have obtained prior approval. Requests for unsupervised use of potentially hazardous equipment are subject to special scrutiny and review. In all cases, the safety of the user(s) is paramount and the judgment of the facility manager shall be final.
    2.4. Other access will be granted strictly on a case-by-case basis.
3. Violation of safety rules, and / or access control policies will result in restriction or revocation of access, commiserate with the infraction.
4. The system is designed to be flexible and adaptable to the changing needs of the Facility, Department, College, and University. Policies, procedures, and rules will be added or changed as necessary. Users are advised to stay current of such changes.

Access Control System

5. The access control system utilizes individualized proximity cards tailored to each user depending on the needs, skills, and experience of the individual.
    5.1. White cards are basic access cards issued to any legitimate user after completing the Safety & Access Agreement and Access Card Application.
    5.2. Red cards are issued to students who have completed the MAE 115 course and are deemed to be reasonably safe and rudimentarily proficient with basic manual machining equipment.
    5.3. The Red Cross attachment is issued to students and staff with current Red Cross First Aid & CPR / AED Training. At least one person with this certification is required to be present when any potentially hazardous tools or equipment is in use.
    5.4. Blue cards are worn by the instructor and individuals that are more highly qualified with the majority of equipment in the facility, and have agreed to provide assistance and instruction to fellow users. An authorized Blue Card holder must be present during all after-hours and weekend activities, except by previous written permission.
6. Users will be shown how to use the system when your card is issued. If you have questions, or problems, please see the facility manager.
7. Cards must be renewed periodically, generally during the first week of each semester. This ensures that class and project data are accurate and current.

8. In the event of a fire alarm, the door locks are released automatically.
9. EACH USER MUST PRESENT THEIR OWN CARD TO ENTER, and must do so each time they enter or leave the facility, even if the door is already open. Using someone else's card, allowing someone else to use your card, or gaining / allowing access without proper identification and authorization will result in revocation of privileges and other disciplinary actions as prescribed by this document and the code of student conduct.
10. All data collected by the system becomes property of the University.

Closed Circuit Television System
11. User activity is recorded using a closed circuit television (CCTV) system.
    11.1.   High-resolution cameras are strategically placed to monitor entrances and the interior of the facility. The CCTV and Access Control systems work together to provide digital documentation of student activities.
    11.2.   Your color-coded access control card must be worn as an ID badge on the outside of your clothing and above the waist to be visible to the CCTV system.
12. The video data remains the property of the University and shall be used by the Department, College, or University as evidence in any relevant disciplinary action.   It shall also provide legally admissible evidence in the unfortunate event of accident, break-in, theft, or other loss.

Other
13. SAFETY is the paramount issue in this facility. It is NEVER OK to do anything that may compromise anyone's safety without express permission of the facility manager or departmental representative.
14. All users are expected to maintain the cleanliness of the facility. Failure to keep your work area(s) clean will limit future privileges. Materials left behind may be impounded or discarded as deemed appropriate. Negative impact on another person's ability to work will be severely penalized.

Notice!
 It is imperative and incumbent on the user to familiarize themselves with the rules regarding safety and access to the facility, as well as possible changes in those rules. Notice of such changes will be posted at the main (east) entrance to the facility and on Shopweb (http://shopweb.eng.uah.edu).