

# **100 Cherokee Street Security Guidelines**

## **Entering The Building**

Both the 1<sup>st</sup> floor and the 2<sup>nd</sup> floor have employee entrances.

Note: When presenting your access card at any card reader in the building it cannot be side by side with another card (i.e. judicial access card, parking deck card, etc...). It must be presented as a single card.

### **To enter on the 1st floor:**

- Exterior Glass Doors
  - You will present your access card at the reader to the right of the exterior glass doors. Your card must physically touch the middle of the reader for access. When you have been granted access, the light on the reader will change from red to green and you may proceed through the door. If you only have access to the fitness center area you will not be able to proceed through the revolving door or ADA door.
- Revolving Door Entry
  - **NOTE: If someone has just entered the revolving door you must wait until they get through and the light on the card reader STOPS flashing before you present your card.**
  - For entry into the revolving door you will present your access card at the reader to the right of the revolving door. Your card must physically touch the middle of the reader for access. When you have been granted access, the light on the reader will change from red to green, the light on the door will change from red to green and beep and you may proceed through the door.
  - Only one person will be allowed to use each partition of the revolving door at a time. If more than one person attempts to use a partition of the door at a time, the door will stop revolving, announce a security violation and reverse to back you out.
  - **Allowing someone to enter the building behind you or enter the revolving door is strictly prohibited.**
  - **If you attempt to use your access card multiple times within an allotted timeframe, the system will automatically prohibit you from entering the revolving door for a pre-defined period of time and you must go to the 2<sup>nd</sup> floor public entrance to gain access into the building.**
  - **If you violate these revolving door guidelines, your department head will be notified and your access card will be disabled for 30 days. While your card is disabled, you must enter the building via the 2<sup>nd</sup> floor public entrance and go through a security screening at the security checkpoint. If it is before or after normal security checkpoint hours you must contact Court Security (West Atrium Deputy) at 770-499-4700 to be escorted into the building.**
- ADA Door (Only those who have been granted ADA access will be able to use these doors)
  - Exterior ADA Door
    - If you have been granted ADA access, you will present your card at the reader on the right brick wall and the door will automatically open.
  - Interior ADA Door
    - If you have been granted ADA access, you will present your card at the reader on the left wall and the door will automatically open.

## **100 Cherokee Street Security Guidelines (cont.)**

- Note: The Waddell Street Entrance and exit near the employee breakroom and the Communications Department will be limited to Security Personnel and as an Emergency Exit ONLY.

### **To enter on the 2<sup>nd</sup> floor:**

- Checkpoint Hours are currently Monday – Friday 7:30am – 5:00pm
- You can only enter the building through the automatic sliding doors on Cherokee Street between these hours.
- Once you enter, proceed to the middle section where the turnstile is located and present your card at the reader. Your card must physically touch the middle of the reader for access. When you have been granted access, the light on the reader will change from red to green and you may proceed through the turnstile. If you do not have your access card or your access card does not work, you will be required to go through the security screening at checkpoint.

### **Building Visitors**

- If building visitors are entering the building during normal security checkpoint operating hours, instruct them to enter the building on the 2nd floor Cherokee Street entrance and proceed through the security screening area. This area will be staffed Monday – Friday 7:30am – 5:00pm.
- If building visitors are entering the building before or after normal security checkpoint operating hours instruct them to meet you at the 1<sup>st</sup> floor and contact Court Security (West Atrium Deputy) at **770-499-4700**. A Deputy will meet you and let them enter through the ADA doors.

### **Exiting the building**

#### **To exit on the 1<sup>st</sup> floor:**

- Revolving Door Exit
  - **NOTE: If someone has just entered the revolving door you must wait until they get through and the light on the card reader STOPS flashing before you present your card.**
  - For exit through the revolving door you will present your access card at the reader to the left of the revolving door. Your card must physically touch the middle of the reader for access. When you have been granted access, the light on the reader will change from red to green, the light on the door will change from red to green and beep and you may proceed through the door.
  - Only one person will be allowed to use each partition of the revolving door at a time. If more than one person attempts to use a partition of the door at a time, the door will stop revolving and back you out.
- Exterior Glass Doors
  - There is a motion sensor on the exterior glass doors and you do not need to present your card to exit the building.
- ADA Door (Only those who have been granted ADA access will be able to use these doors)
  - Interior ADA Door
    - If you have been granted ADA access, you will present your card at the reader to the right of the ADA door and the door will automatically open.

## **100 Cherokee Street Security Guidelines (cont.)**

- Exterior ADA Door
  - If you have been granted ADA access, you will present your card at the reader on the right wall and the door will automatically open.

### **To exit on the 2<sup>nd</sup> floor:**

- Checkpoint Hours are currently Monday – Friday 7:30am – 5:00pm
- You can only exit the building through the automatic sliding doors on Cherokee Street between these hours. If it is after hours, you will be required to exit on the 1st floor.
- The glass doors by the BOC room are now an emergency exit only and may also be used by security personnel as needed.
- You must proceed to the far-right aisle next to the windows and exit through the gate.

### **Building Visitors**

- If building visitors are exiting the building during normal security checkpoint operating hours, instruct them to exit the building on the 2nd floor Cherokee Street entrance. This area will be staffed Monday – Friday 7:30am – 5:00pm.
- Visitors remaining in the building after the Checkpoint closes must be escorted by an authorized employee and may use one of the following procedures to exit the building:
  - An employee may escort the visitor(s) to the revolving door on the first floor next to the fitness center and the employee may use their badge to individually "badge" each visitor through the revolving door. (Employees are not allowed to badge others into the building using this method).
  - Call Court Security (West Atrium Deputy) at **770-499-4700** for assistance exiting the building. A deputy will be dispatched from the Public Safety Building to Building A in order to assist the visitor in exiting the building.

### **Additional Building Guidelines**

#### **Emergency Exit**

In the event of a fire alarm all of the access controlled doors will automatically open. If the fire alarm is not active and you need to exit the building in an emergency, please follow the procedures below.

- 1<sup>st</sup> Floor Emergency Exit
  - You may exit the ADA door or the Waddell Street door by pressing and holding the panic bar on the door until the door opens. The alarm will sound for approximately 15 seconds prior to opening.
- 2<sup>nd</sup> Floor Emergency Exit
  - After normal checkpoint hours you may exit the glass doors beside the BOC room by pressing and holding the panic bar until the door opens. The alarm will sound for approximately 15 seconds prior to opening.

#### **Checkpoint hours**

Checkpoint hours of operation will be extended when evening meetings take place in the BOC Meeting Room.

## **100 Cherokee Street Security Guidelines (cont.)**

### **Piggybacking/Tailgating**

Allowing someone who does not have an access card to enter the building behind you (aka piggybacking/tailgating) is strictly prohibited. **If you violate this guideline, your department head will be notified and your access card will be disabled for 30 days. While your card is disabled, you must enter the building via the 2<sup>nd</sup> floor public entrance and go through a security screening at the checkpoint.**

### **Loading Dock Access**

If access is needed to the loading dock area contact Court Security (West Atrium Deputy) at **770-499-4700** and they will meet you at the loading dock and guard the area while it is being used.

### **Entering and Exiting the building with large carts or boxes**

If you have large carts or boxes you must carry in and out of the building, during normal security checkpoint hours you will need to enter or exit the building on the 2<sup>nd</sup>. If it is after normal security checkpoint hours you will need to proceed to the 1<sup>st</sup> floor and contact Court Security (West Atrium Deputy) at **770-499-4700**. A deputy will meet you and let you exit through the ADA doors.

### **3<sup>rd</sup> Floor Corridor Access**

Additional clearance is required to enter the corridor on the 3<sup>rd</sup> floor that leads to the County Manager's Office, BOC offices, BOC Conference Room, County Clerk, and County Attorney.

### **Fitness Center Access**

100 Cherokee Street Fitness Center cards will continue to allow entry through the 1st floor, outer entrance 5 a.m. – 10 p.m. daily, including weekends.

### **Forgotten Access Cards**

If you have forgotten your access card for the day, you will need to enter through the 2<sup>nd</sup> floor and be screened at the security checkpoint by law enforcement personnel. If it is before normal security checkpoint hours you will need to proceed to the 1<sup>st</sup> floor and contact Court Security (West Atrium Deputy) at **770-499-4700**. A deputy will meet you and let you enter through the ADA doors.

### **Replacement Cards**

If you lose or damage your access card, you may come to the Human Resources Department for a replacement card. Replacement cards are \$20. Only cash or checks will be accepted.

### **Issues with your access card**

If you have issues with your access card and it is not working properly please contact Human Resources at **770-528-2541**.

### **Violation of Guidelines**

**If you are found in violation of these guidelines, your department head will be notified and your access card will be disabled for 30 days. While your card is disabled, you must enter the building via the 2<sup>nd</sup> floor public entrance and go through a security screening at the checkpoint. If you repeatedly violate security guidelines, progressive discipline procedures will be followed.**

## **100 Cherokee Street Security Guidelines (cont.)**

### **Request access to 100 Cherokee Street (A Building)**

If you do not currently have access to the 100 Cherokee Street building and require access, please complete the access form at the link below. Access must be approved by your department head prior to submitting the form.

[https://cobbcounty.seamlessdocs.com/f/BldgA\\_AccessRequest](https://cobbcounty.seamlessdocs.com/f/BldgA_AccessRequest)