

## **Visitor and Security Policy**

- In general unauthorized persons are NOT permitted in the LAF areas
- Definitions:
  - Authorized meaning: own card access (LAF employee, researcher, physical plant)
  - Guests include : Visiting scientists, new students/technicians of PIs, friends, relatives, children

### **Guests/Visitors:**

- Guests require prior permission and approval from LAF Director or designee prior to entry
- Guests must be accompanied by a designate LAF staff member
- Guests who do not meet OHMP requirements and attend Orientation classes, must be accompanied by a knowledgeable LAF member who is familiar with the safety risks.
- Guests CANNOT enter areas designated as Biohazardous, radioactive, or Barrier (BSL-2, sheep, dogs, 305 suite)
- No pets or wild animals are allowed in the LAF areas
- Infrequent but regular visitors should enroll in the OHMP (Facilities, Exterminators) but check in at the main office upon arrival before working in the facility for the day, and the Facility Manager or Director (or designee) be made aware of their presence and/or accompany them.
- Outside contractors working in the buildings will receive a temporary access card for the duration of the project

### **Security:**

- Do not hold LAF entry doors open for unidentified persons
- Ask unfamiliar persons in LAF for identification and purpose.
- Suspicious persons or activity should be reported immediately to a supervisor, then to Director, Facility Manager or Clinical Veterinarian.
- When buzzing in visitors:
  - Check monitor for suspicious activity
  - Direct visitors to Main office
  - Ask for the following information: 1) Name and 2) Purpose of visit

### **Policy on Photography and Video Recording:**

- The use of photographic or video recording equipment is prohibited without IACUC approval or the permission of the Director of the CMLAF.