

## SOP 301: Building Access

---

### 1 Summary

This document establishes procedures for building access of the Notre Dame Human Neuroimaging Center (ND-HNC), located in the Lower Level of:

Veldman Family Psychology Clinic  
501 North Hill St.  
South Bend, IN 46617

### 2 Scope

These policies apply to all investigators, research assistants, and staff who use the ND-HNC.

### 3 Definitions

- **Electronic Lock:** All doors at the ND-HNC are controlled by electronic locks. The electronic lock system recognizes the owner's Irish1Card, logs the time of the attempted entry, and unlocks the door if the owner has been granted access.
- **Helper:** Second person in Zones 3 and 4 who assists in emergency responses, typically Level 2-3.
- **Lead:** Primary person in Zones 3 and 4 responsible for the Visitor's safety, in charge during emergency responses. Level 4 operator or MRI Technologist.
- **ND-HNC:** Notre Dame Human Neuroimaging Center, Lower Level of Veldman Family Psychology Clinic.
- **VFPC:** Veldman Family Psychology Clinic.
- **Visitor:** An individual who has not taken the ND-HNC MRI Safety Course but has a legitimate reason for entering the MRI suites. Research participants and their legal guardians are Visitors. Other Visitors may include: individuals providing/receiving a tour of the VFPC and ND-HNC, faculty and staff who have not received MRI Safety Course, and research assistants.

## 4 Notes

1. While the VFPC and ND-HNC are administratively independent, coordination is required as the entire building operates on the same alarm system. To avoid false alarms and their associated fees (from the South Bend Police Department), we use the VFPC logbook when entering/exiting to help ensure the alarm is set when appropriate.

## 5 Policies & Procedures

Procedures to access the building during and outside normal business hours, hosting Visitors, and key/card access are detailed. For specific policies and procedures related to access of the MRI Zones, please refer to SOP 202.

### 5.1 Set PIN

Two types of Personal Identification Numbers (PIN) are used at the VFPC and ND-HNC. First, a 4-digit PIN accompanies the Irish1Card for building access. Second, a 6-digit security PIN is used to de/activate the VFPC alarm system.

- Set or access your Irish1Card PIN: <https://idcardpin.nd.edu>.
- Set or access your security PIN: contact ND-HNC staff.

### 5.2 Entering Building: Business Hours

Normal building business hours Monday through Thursday are 7am-7pm. Friday hours are 7am-4pm. The exterior door to the main entrance is unlocked during normal hours (Fig. 1).

The following are required for Business Hours access:

1. Irish1Card,
2. 4-digit Irish1Card PIN,

To enter the building during Business Hours:

1. **Enter via main entrance:** access VFPC reception by using your Irish1Card and PIN at the anteroom inner door (Fig. 2).
  - 1.1 When present, the VFPC receptionist may let you in from their desk.
2. **Enter via staff entrance:** use your Irish1Card and PIN (Figs. 3, 4).
  - 2.1 Present your Irish1Card to the Electronic Lock (Fig. 5).

- 2.1.1 Red and green lights should flash
- 2.2 Enter your Irish1Card PIN.
- 2.3 If successful, the Electronic Lock will flash green and the door unlock.
- 3. Sign in at the VFPC reception logbook (Figs. 6, 7).
- 4. Proceed to your destination which may require the use of:
  - 4.1 Your Irish1Card, for non-public areas,
  - 4.2 Physical key, for private offices and specific rooms.

### 5.3 Entering Building: Extra Hours

Extra building hours are any time not designated as Business Hours (SOP 301.5.2). The exterior door of the main entrance will be locked during these times and access will only be possible via staff entrances. Additionally, the alarm system will need to be managed.

The following are required for Extra Hours access:

- 1. Irish1Card,
- 2. 4-digit Irish1Card PIN,
- 3. 6-digit security PIN.

To enter the building during Extra Hours:

- 1. Enter via staff entrance (SOP 301.5.2).
- 2. Check the alarm keypad to determine whether the alarm is set (Fig. 8).
- 3. To disable building alarm:
  - 3.1 Enter your 6-digit code by touching the numbers on the keypad.
  - 3.2 Hit the 'Enter' button to the top-right on the keypad.
- 4. Sign in at the VFPC reception logbook (Figs. 6, 7).

## 5.4 Hosting Visitors

All Visitors arrive to, and are greeted at, the first floor reception area using the main entrance. The researcher/host can then help the Visitor navigate to ND-HNC.

1. Visitors can be let into the main entrance by:
  - 1.1 Physically opening the door, or
  - 1.2 Using the wheelchair access buttons after the door is unlocked, or
  - 1.3 Using the phone/intercom system.
2. Visitors do not sign in at the front desk.
3. Visitors must be escorted and monitored at all times.
4. At the end of the visit, escort Visitors back to the reception area.

## 5.5 Exit Building: Normal Business Hours

1. Sign out of logbook at first floor reception (Figs. 6, 7).

## 5.6 Exit Building: Outside Normal Business Hours

1. Sign out of logbook at first floor reception (Figs. 6, 7).
2. Using the logbook, confirm whether anyone remains in the building.
3. If last, activate building security (Fig. 8):
  - 3.1 Verify the green checkmark appears on the keypad.
  - 3.2 Enter your 6-digit alarm code.
  - 3.3 Press 'Enter'.
  - 3.4 Wait for 'Alarmed', exit within 30 seconds.

## 5.7 Key Access

1. Master keys: available only at lockbox (Fig 9).
  - 1.1 Note: Master keys must **NOT** be shared.
2. Room keys: contact ND-HNC staff.

## 6 Figures



Figure 1: VFPC main entrance (left) and staff (right).



Figure 2: VFPC main entrance, inner door. (A) Electronic Lock, (B) reception page.



Figure 3: VFPC staff entrance, north.



Figure 4: VFPC staff entrance, south.



Figure 5: VFPC electronic lock.



Figure 6: VFPC main reception with logbook (red arrow).



Figure 7: VFPC main reception logbook.



Figure 8: VFPC alarm system at staff entrances.



Figure 9: Reception of north staff entrance, containing: (A) lockbox, (B) fire pull, and (C) security keypad.