

Beginning at the opening of business Thursday August 28, 2014, the security enhancement will be in place and operational in both the Capitol and Legislative Office Building. The process for access is the following:

#### Members of the Public

- o The public entrances are located on the west side of both buildings. Members of the public will be required to walk through a metal detector and have all property scanned through a package scanner.
- o Anyone who does not possess a CGA issued ID/ Access card is considered a member of the public.



#### Staff/Legislators

- o Can use any of the current entrances and will go through either an optical turnstile or a security vestibule
- o Optical Turnstiles - located at both public entrances.
  - § Staff/Legislators can enter through turnstiles.
  - § To enter, stop at entrance, use your access card on card reader located on top right side of turnstile, you will hear a beep and then continue to walk forward. The arms will automatically retract. Only one person may enter at a time.
  - § Staff/Legislators and members of the public may exit through the turnstiles.
  - § To exit just walk through turnstile and the arms will automatically retract. Multiple people can exit at once.

o Security Vestibules - located in the LOB garage, LOB skywalk, LOB east terrace, and Governors door entrance at the Capitol.

§ Staff/Legislators can enter through security vestibules.

§ To enter, ensure no one is in vestibule, Entering is one person at a time.

§ Outside door is always unlocked, open door and enter vestibule.

§ Once inside vestibule, allow door behind you to close completely.

§ Use your access card on card reader.

§ Door behind you lock and door in front of you will unlock.

§ Enter building.

§ Staff/Legislators and members of the public may exit through the security vestibules.

§ To exit through vestibule, push green button labeled "push to exit".

§ Open door and enter vestibule, allow door behind you to close completely.

§ Door behind you will lock, door to your front will unlock, push door to your front to exit.

§ Multiple people can exit at the same time, remember if multiple people attempt to exit at same time, push green button "push to exit", open door and all enter vestibule, allow door behind all to close completely, door behind you lock, door to your front will unlock, push door to the front to exit.

§ Vestibules are all equipped with handicapped access buttons. Unless necessary please do not use these buttons, for they will cause delays for those exiting/entering through the vestibules.

