

Physical Security Procedures for the ITC Loading Dock

Frequently Asked Questions

1. What is the purpose of this policy?

To inform ITC employees about new procedures regarding the loading dock.

2. When does this new policy become effective?

This policy is effective IMMEDIATELY.

3. Who has access to the loading dock?

The loading dock will be used for deliveries and pickups only. ITC employees will not be allowed to enter or exit the building through the loading dock.

4. Why are we doing this?

The security assessments done by the Federal Protective Service/Homeland Security suggests additional measures be put into place to decrease vulnerability of building security.

5. Should **all** deliveries come through the loading dock?

All deliveries must come to the loading dock during the normal business hours of Monday through Friday, 8:45 a.m. – 5:15 p.m. Flower and food deliveries may come to the main entrance.

6. How are deliveries handled that are received after 5:15 p.m. on weekdays?

If a person comes to deliver a package after 5:15 pm but while the guards are on duty, the guard at the front desk will call the intended recipient and request that he/she come to the main lobby and pick up the package. If contact is not made, the guard will escort the individual to the ITC depository box located in the first floor center stairwell. The mail room staff will check the depository box each morning and will deliver any packages with the regular mail delivery. The security guards are not responsible for package delivery and do not have a key for the depository box.

Persons delivering or picking up packages for the Office of the Secretary or Docket Services will be directed by the guard to come back during normal business hours. These individuals will not be directed to leave packages in the ITC depository box.

7. What are the hours in which a security guard is at the loading dock post?

A security guard will be at the loading dock post Monday through Friday from 8:45 a.m. – 5:15 p.m., excluding holidays.

8. What if I exit the building from the loading dock after 5:15 p.m.?

Violation of security procedures is a potentially serious matter and could result in disciplinary action. The security camera is in operation 24 hours per day.

9. When can the loading dock be used as an employee entrance or exit?

The loading dock should NEVER be used as an entrance or exit.

10. I use the P1 Southeast stairwell to get to and from my car or bike in the parking garage. Can I continue use this stairwell?

Yes, you can. The security guard on duty will expect you to display your ITC identification card. If you do not have your identification, you will be re-directed to the main lobby for a temporary employee badge.

11. I am an exerciser and I don't want to enter and exit through the main lobby when I am sweaty and dressed in exercise clothes. How do I avoid that?

You can use the southeast stairwell and enter and exit through the parking garage. Be sure to have your ITC identification card and Kastle key with you, as both will be needed for re-entry into the building.

12. Who should I contact if I have questions regarding the new security procedures for the loading dock?

Questions should be directed to John Sicuranza, Personnel/Physical Program Manager, at 205.1824 or john.sicuranza@usitc.gov.