

LLO SECURITY GATE OPERATING PROCEDURES

LIGO-M030148-A-00

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8/25/03

The following is a description of the LIGO Livingston Observatory Security Gate operating system. It includes the location of each gate and the methods by which the gates are controlled.

The gates will remain open by default during workday hours (currently 6 a.m. – 9 p.m., Monday through Friday). At other times, the following procedures will open them for site access and departure.

Main Gate

This is the North Gate that allows direct access to the parking lots of the Corner Station and Staging Building, as well as the West End Station.

To Open the Main Gate:

Bar Code Reader - If the gate is closed, the Bar Code Reader will temporarily open the gate when activated by a successful scan. The gate will automatically close 30 seconds after getting the signal to open.

Swipe Card Reader - If the gate is closed, the Swipe Card Reader will temporarily open the gate when activated by a successful card swipe. The gate will automatically close 30 seconds after getting the signal to open.

Intercom - If channel 1 or 2 of the intercom is activated, (by pressing channel 1 or 2 on the intercom console) the control room operator can open the gate from the Control Room intercom console by pressing the button that has the picture of a key on it. This method cannot operate the gate unless either channel 1 or 2 on the intercom console is activated. The gate will automatically close 30 seconds after getting the signal to open.

Open Button - There is a push button inside the Guard Station at the facility entrance. Pushing the button will cause the Gate to open if it is closed. The gate will remain opened until closed by the Close button. (See To Close the Main Gate) or automatically by the system at 9 p.m. Monday through Friday. This should **only** be used if the above methods fail.

To Close the Main Gate:

Close Button - This is a push button that exists inside the Guard Station at the facility entrance. Pushing the button will cause the Gate to close if it is open. The gate will remain closed until opened by one of the methods

listed above or automatically by the system at 6 a.m. Monday through Friday.

To Exit:

Control loops are installed under the asphalt approx. 20 feet ahead of the gate. The passage of your vehicle will open the gate automatically. The gate will automatically reclose 30 seconds after the vehicle is off of the loop.

Side Gate

This is the South Gate that allows direct access to and from the South End Station.

To Open the Side Gate:

Open Button - This is a push button inside the Guard Station at the facility entrance. Pushing the button will cause the Gate to open if it is closed. The gate will remain opened until closed by one of the methods listed below (See To Close the Side Gate) or automatically by the system at 9 p.m. Monday through Friday.

To Close the Side Gate:

Close Button - This is a push button inside the Guard Station at the facility entrance. Pushing the button will cause the Gate to close if it is open. The gate will remain closed until opened by one of the methods listed above (See To Open the Side Gate) or automatically by the system at 6 a.m. Monday through Friday.

To Exit:

Control loops are installed under the asphalt approx. 20 feet ahead of the gate. The passage of your vehicle will open the gate automatically. The gate will automatically close 30 seconds after the vehicle is off of the loop.

Gate Power

The power to the Main Gate can be turned off by opening the #6 breaker. Power to the Side Gate can be turned off by opening the #8 breaker. The breakers are located in the breaker box, low on the West interior wall of the Guard Station.

Gate manual override

The gates each have a manual release lever located in the motor control box at the base of the gate. After removing the lid, you will find an 8" handle which will fit over the "L" shaped lever. By changing the position of the lever you can disengage the mechanism and the gate will move freely. ***This is to be done only if all other methods fail. Any manual override must be reported immediately to the operator on duty and the site Safety/Security Coordinator.***

Alternate Methods of Gate Control

Control Room Safety/Security Computer System Operation

Manual operation of the Relay through the Control System Graphics

– These relays are depicted by relay icons on the "GUARD GATE" graphic of the facility security system and are labeled "MAIN GATE ACTIVATION" and "SIDE GATE ACTIVATION" respectively. The operator will be given the choice to ***manually activate, temporarily activate*** or ***deactivate*** the relays by right clicking on the relay icons

Manually activating a relay will cause the respective gate to open. *If opened by Manual Activation, the gate WILL REMAIN OPEN until closed by Manual Deactivation of the Relay through the same control screen. NO OTHER METHOD WILL CLOSE THE GATE IF IT IS OPENED IN THIS MANNER.*

Temporarily activating the relay will cause the gate to open if it is closed. The gate will close automatically 30 seconds after getting the signal to open.

Manually deactivating a relay will cause the respective gate to close. Once the gate is close by manual deactivation of the relay, it will remained closed until opened by one of the methods listed above for opening the gates.

Firebox Activation

There is a Firebox on the East side of the Guard Station. This box will normally be closed and padlocked. When the lock is removed and the Firebox door is opened, the gates will open and will remain open until the firebox has been reclosed **and** the gate has been actuated closed by the one of the methods listed above. *Firebox actuation is reserved for emergency response personnel only.*