

VCU POLICE DEPARTMENT

GENERAL INFORMATION ABOUT THE ACCESS CONTROL SYSTEM



Access Control System - General Information

Card Reader Doors

Card Reader doors- When doors are locked, a VCUCard must be swiped through the reader to gain entry. Only persons whose VCUCard numbers have been authorized for entry through the door will be able to unlock the door. A person has approximately 45 to 90 seconds to pass through the door after their One Card has been authorized and the door has unlocked. After this time period, if the door does not close a **“HELD OPEN” alarm** will be generated to the Access Control/Alarm Console at the VCU Police Emergency Communication Center. This alert notifies the Emergency Communication Center when doors are not properly securing on their own or when the door has been propped open.

If a door is closed and locked and is somehow opened, a **“FORCED DOOR” alarm** will be generated to the Access Control/Alarm Console. All *Card Reader doors* are magnetically locked/unlocked automatically by the Access Control Computer according to a schedule determined by the building managers. A person can exit a locked door at anytime except if the door is a delayed exit door.

Magnetic Lock Only

Magnetic Lock Only - These doors have no other devices on them except the magnetic locking devices. These doors are magnetically locked/unlocked automatically by the Access Control Computer according to a schedule determined by the building managers. If a door is closed and locked and is somehow opened, a **“FORCED DOOR” alarm** will be generated to the Access Control/Alarm Console. A person can immediately exit a magnetically locked door at anytime unless it is a delayed exit door. The difference between a delayed and non-delayed magnetic lock is the person must wait 30 seconds to exit a delayed lock while a high pitch alarm sounds. The audible alarm is a great deterrent.

Magnetic Delayed Exit (Egress) Doors/Devices

Delayed exit (egress) doors - These are usually emergency fire exit doors and should not be used routinely for access in or out of the building. However, when the doors are locked, a person can exit the delayed exit door by pushing the crash bar for 3 seconds. An *audible* alarm will then sound for 30 seconds before the door will release. These doors can be locked or unlocked automatically by the Access Control Computer according to a schedule determined by the building managers, however, most are locked 24 hours a day.

Other Devices

Cameras - A camera can be mounted to view indoor or outdoor areas. They are capable of revolving 360 degrees. They can be hooked up to a video recorder. These cameras can be monitored on a 10” CRT screen by anyone designated, but it is recommended that they be monitored at all times by a Security Officer.

Intercoms - An intercom can be mounted at any location. These intercoms can communicate to any location you designate.

Panic Buttons - A panic button (silent emergency alarm button) can be placed in any area. When this button is pushed in, an alarm will be generated at the Access Control/Alarm Console in the VCU Police Emergency Communications Center at 918 W. Franklin Street. VCU Police Officers will be dispatched to each alarm as a “Panic Button Alarm - Trouble Unknown Call.” This device should be used when someone needs the police immediately and is not able to call on a telephone or an ERTS phone set.

Manual Door Releases - The door release will lock or unlock selected doors after a fire alarm is activated to allow time for the residents to re-enter the building.

Push Exit Buttons – Exit buttons are usually placed to the side of doors. They are used to exit doors.

Exit Motion Detectors (REX)- Motion detectors are placed above doors to allow exit. They unlock the doors when you are within their range. The range is usually 5-10 feet from the door. A light will come on and a clicking sound can be heard when the motion detector has detected you. Be aware that the door will stay unlocked behind you if you stand in the detector’s range after entering a door (once the door has closed). Do not stand in the range of the detector while waiting inside of a door area, since it will allow access to anyone outside.