

# AD Response to East Gate Closure

The Laboratory is about to close the east entrance (Batavia Road) gate between 1:00 am and 5:00 am each day. To assist employees who live east of the Laboratory and are called in to resolve operational problems, the following protocol has been set up:

- This is only for employees that have been called in to solve operational problems, not for short cuts.
- Any employee that is called in by the MCR and needs to come in the east gate during the witching hours should ask the Crew Chief to contact Security and request that they allow the employee to enter through the east gate.
  - The MCR does not know where you live, so it is the employee's responsibility to request a call to Security.
  - If your co-worker calls you in, you still need to call the MCR to give Security a heads-up.
  - You need to give an approximate time when you will get to the gate. This step is important because it prepares Security for your arrival.
- MCR crew chief or designee will call Security and give them the employee's name and approximate time of arrival.
- Five or ten minutes before arrival at the gate the employee should call Security at 630-840-3414 and give them a better estimate of when they will be there.
  - This call will trigger Security to send an officer to the gate.
  - If your cell phone fails you can call at the gate. There is a phone there – however, there will be a 5 to 10 minute delay in Security's response.