

Security Department Parking and ID Guidelines



Using your ID for access into parking lots or doors.....

When using your ID either at a door or at the parking lots- simply hold your ID up to the reader within 3 to 6 inches.

If it is one of the parking lot gates you are supposed to have access to , the gate will then lift up allowing you access.

If it is a door reader, the door will click to allow you to open it for access into dept or building. Some doors open automatically such as the 2 East employee entrance doors or some doors in the OR.

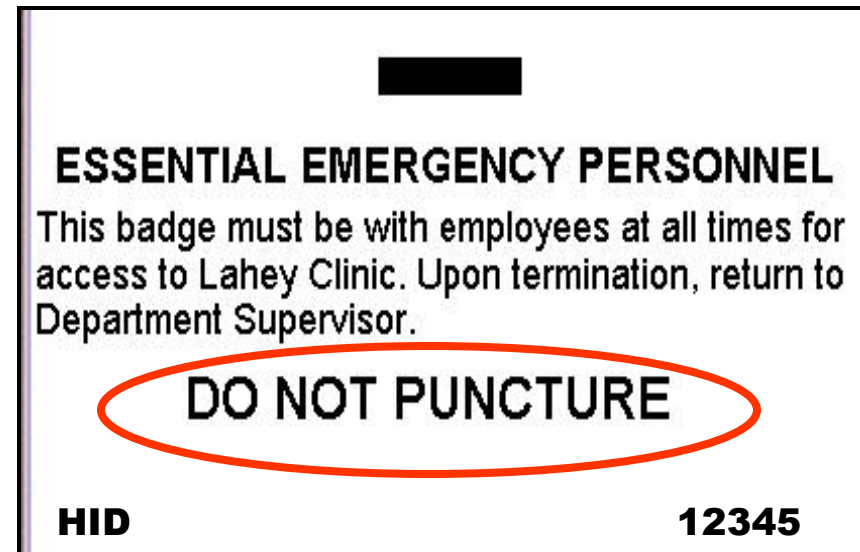
If you do not have your ID and need to get into your designated parking lot, there is an intercom for any access issues. You will be asked for your employee number and name for verification to confirm you are supposed to be in that lot. If you are, then Security can open the gate from the phone in their office.

There is a \$5.00 replacement fee
for LOST ID Badges.

Sample of what your Lahey ID looks like.



Do not puncture ID by
putting pins in it, as this
will ruin the chip inside



RFID #
associated with
access into doors and
parking lots

Garage Parking

Garage parking is for patients and visitors. If you have parked in the garage for orientation or when you got your physical, we will validate your parking ticket for that day only. Garage tickets will not be validated afterwards for any reasons, *unless directed by Security*.

If you have a Doctor's appointment here at Lahey on a non work day, you may utilize the on-site employee parking lot #8 by simply pressing the intercom and notifying Security of your appointment. If you opt to park in the garage for an appointment, parking will not be validated and you must inform Security of where your car is to avoid receiving a parking violation.

If you come to Lahey for any other non-work related issue, (i.e. visiting a patient or employee etc.) if you'd like free parking, you can park in your designated parking assignment. If you choose to park in the garage, the same rules apply.

Parking Stickers for Burlington Site Main Campus at 41 Mall, and 29 & 31 Mall.

For those of you that will be working in the Burlington sites, at 41, 29 and 31, you will be required to obtain a parking sticker for your vehicle(s). This is for the reason of contacting you in case something is wrong with your vehicle, such as a flat tire, lights left on etc.

Green, Red, Purple, Blue, or White Stickers go on your back windshield, bottom right-hand corner (passengers side). Gold, Black, or Yellow stickers go on the front windshield bottom left-hand corner (Drivers Side)



Parking Assignments for Burlington Colleagues for those at 41, 29 and 31 Mall.

For those that receive a **Yellow sticker(Front)**, you will park at **31**

For those that receive a **Gold sticker(Front)**, you will park at **29 Mall Road**

For those that receive a **Black sticker(Front)**, you will park at **29 Mall Road**

For those that receive a **Red sticker(Back)**, you will park at **lots 3, 5 , 6, or 8**

For those that receive a **Blue sticker (Back)**, you will park in **lots 3, 5, 6, or 8**

For those of you with a **Purple sticker(Back)**, you will park in **lots 3, 4, 5, 6, or 8**

For those that receive a **White sticker(Back)**, you will park in **lot 8**

For those receiving the **Green sticker(Back)**, You will park at one of our two off site parking lots depending on what time you arrive.



Parking for Burlington Colleagues at 25 Mall, 67 South Bedford and Lahey North or CGP.

For those working at **25 Mall road**, or **67 South Bedford**, you will park at those building's lot. When ever you come over to the main campus, you can simply call the Security office for a shuttle ride over. For these locations parking at 41 is only available after 4pm, weekends, & Holidays.

Anyone working at Lahey North, Community Group Practices, or Woburn IT you will be able to park in lot 8 by using your RFID badge, when ever you are coming over to the Burlington campus.



Parking Times for Verizon and the Marriott Lots

If you are assigned to park at our Verizon Lot or the Marriott Hotel off-site parking lots, these are the assigned times.

41 Mall Road colleagues arriving between the hours of 5:00 am and 2:00 pm from Monday thru Friday, you will be required to park at our off site parking locations at . Verizon Lot (51 South Bedford St), or the Marriott Hotel (1 Burlington Mall Rd.), The shuttle from Verizon lot runs in the morning from 5am-7am and will drop you off at the 4 Southeast lobby. The shuttle from the Verizon lot closes for incoming traffic at 7am. After 7:00am you will proceed to park at the Marriott Hotel. The Marriott shuttle will also drop you off at the 4 Southeast Lobby. To go back to Burl Woods or the Marriott offsite lots you will pick up the shuttle at 4 Southeast Lobby. The shuttle will make stops at both locations unless there are employees for only one location

If you are arriving to work **anytime after 6:00 PM**, your ID will allow you into **any of the gated parking lots**. (*except the garage or Trump Patient lot*).

If you are arriving to work **on the weekends**, your ID will allow you into **any of the gated parking lots**. (*except the garage or Trump Patient lot*).

Please allow yourself 15-20 minutes in the morning for this service.

Parking at Verizon Lot



Parking at the Marriott Lot



Parking off shifts

For those who are permanent 2nd shift employees working hours 3PM-11PM You will be parking in the garage after 2pm. For employees working either 9AM-9PM or 10AM-10PM, you will park in Lots 3,5,6 or 8. For employees working 11AM-11PM, you will be parking in lot 4 or 8 only.

For those who are permanent 3rd shift employees (i.e. 11PM-7AM, 7PM-7AM etc.) you will park in the garage by using your employee badge.

If you find that you are staying at work past 11:30 AM, then you will need to stop by the Security office to alert them you stayed past the exit time, and Security will call the garage to let you out via the second level entrance.

If you picking up a 2nd or 3rd shift you will not have access to those designated parking lots. You will have to press the intercom and give Security your name and employee number and we will open the gate for you.

Parking Violations



If you are caught parking illegally somehow, you may be subject to receiving a parking warning on your vehicle.

If you receive more than 2 tickets, you will be placed on the tow list, and the next time your car could get towed, which could cost you up to \$150.00, to get your car out of towing.

Parking violations are given for some of the reasons listed:

Parking in a fire lane or dock area

Your vehicle not displaying your parking sticker

Parking in a lot you not assigned to

Parking in a handicap area without a legal HP plate/placard

Parking on the roadway or in an ambulance spot.

Using another colleague's ID to get in a lot you not assigned to.

Using the carpool lot alone.

Piggybacking another driver trying to get into a lot. (following closely behind, to trick the gate into thinking it's a longer car.)

Parking Violations continued

Lahey CLINIC DEPARTMENT OF SECURITY
PARKING VIOLATION NOTICE

DATE: _____ TIME: _____

STICKER & COLOR: _____

REGISTRATION & STATE: _____
(Check One)

(1) RESTRICTED PARKING ZONE TIME LIMIT
(2) PARKING PERMIT AVAILABLE FOR THIS AREA
(3) NO PARKING PERMIT IS VISIBLE - INVALID STICKER
(4) VIOLATION - VIOLATION PARKING AREA ONLY

NOTE: EMPLOYEES HERE AS A PAYMENT MUST HAVE SECURITY OR SECURITY SERVICES ON-PERMIT AND FROM THE LOT.

LOCATION OF VIOLATION (CHECK ONE)

STREET NAME: _____ ROAD: _____ PARKING: _____ DRIVE: _____

WING: _____ FLOOR: _____ WING: _____ FLOOR: _____

DATE: _____ TIME: _____

PARKING ENFORCEMENT OFFICER: _____

Violations with fees or fines parking violations will be listed in various reports. Appeal of violations should be within three days of receiving the violation. Payment to the manager of security.

APPEAL: _____

You must bring a copy of this original violation to the Security Office within three days of receiving the violation. Payment to the manager of security.

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PARKING VIOLATION

If you forget your ID and have to use the intercom to gain access into a gated lot, you will be given a ticket for forgetting your ID.

If you are caught giving your ID to someone else to use, to get into an onsite lot, both parties will receive a parking warning, and parking privileges will be revoked for onsite parking.

After you receive a ticket, you have 3 days to appeal it with the Security Office. If you did not have a sticker on your car and rectify the violation, they will take the ticket off your record.

Alternative Transportation



B-Line



LRTA



MBTA

We at Lahey Hospital, promote alternative transportation by ways of our transportation board outside of the Security office, and on the Security website.

We also post bus schedules at the transportation board outside the Security office.

The MBTA, LRTA, B-LINE, LEXPRESS all service Lahey Hospital.

The MBTA comes to the front entrance to the Hospital.

The LRTA and local B-LINE comes to the main entrance to the Hospital, where the bus shelter is out in front of the garage across from the main entrance.

The LEXPRESS goes to the Burlington Mall, where you would connect with the local B-Line coming up to Lahey, from the Legal Seafoods location.



Alternative Transportation Continued

Lahey is partnered with MassRides in Boston, a government funded program that helps area businesses with transportation issues.

MassRides website at www.commute.com houses a large database that you can join in order to find a carpool or vanpool partner.

When signing up for this rideshare database, MassRides will in turn send you the name and phone number of those that live and work near you.

You would then simply call that person and request a carpool/vanpool ride either on a full time or part time basis, or even just to use as a back up ride to and from work as needed.

Alternative Transportation Continued



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If you find a carpool person that works within Lahey Hospital in the same building on the same shift, we have an internal carpool program.

Both carpool partners can fill out Lahey's internal carpool forms and as long as they carpool at least 2-3 times per week, we will code one ID (seniority based) to allow you into our carpool lot 5. If you are in another building, there are a few designated carpool spots assigned.

Once you both fill out your carpool forms, you will need to turn them into Security and they will be processed within 2 weeks, in which you will be called to come pick up your carpool hang tag.

You may only park in this carpool lot when there are at least 2 employees in your car. If you are alone, you will need to go to your original assigned lot.

For those that would like to Bike to Work, Lahey provides a bike rack in Lot 4 by the 2 East Employees entrance. Motorcycle Parking is also available in lot 4.

Other Services provided by Security



For those working late at night, and you don't feel comfortable walking out to your vehicle, you can ask Security for an escort to your car at night. There may be a little wait, for a van to come and get you, but they will be able to provide a ride to your vehicle.

All lots are well lit, and there are cameras located on the roof and garage, overlooking all 41 Mall lots.

Security can offer limited road assistance in the way of tire inflations, jump starts and some lock outs. They cannot change a tire, but they can put enough air in your tire to get you to a station to take care of it.

Security at Lahey Hospital



Security does report and investigate all Security incidents involving patients, visitors, personnel or property. We do suggest that you lock up your belongings or valuables in a secure locker, desk etc.

The Security Department is a 24/7 operation and can be reached at all hours by dialing extension 8240, from within the Hospital, or 781-744-8240 from outside of Lahey. It is suggested to put the Security phone number in your cell phone.

Please keep an eye out for any parking changes via (Things you need to know) emails. If you do not have access to email, your manager will post any parking changes within your department for your viewing. We also post parking changes on all Lahey Shuttles.

THANK YOU FOR YOUR COOPERATION - SECURITY



Any questions regarding parking, card access or your ID's, please
feel free to call the Security Office at 8240.