

## **EMSWCD security system procedures December 2014**

*We are all responsible for maintaining the security of this building.*

*NEVER copy your key; Never loan your key or give your key code to ANYONE.*

*If you lose your key or think someone has your code, alert Scot and the Jay immediately.*

### **Procedure for opening:**

1. Unlock back door
2. Enter your code then press the number 1.
3. Door should normally **always be locked**; it is occasionally left unlocked for Board members who may use that entrance for a meeting. On a regular basis, persons attending a meeting will use the front door.
4. If door is left unlocked, make sure the **Office Manager** is aware of it; if **Office Manager** is not in, you are responsible for monitoring who enters and leaves the building to prevent unauthorized entry. If you cannot do this, leave the doors locked. On the weekends and in the evening always leave the doors locked. If you are alone, always leave the doors locked.

**NOTE: When turning off the alarm, if you make a mistake entering your code, the system may not accept your code after that (eventually triggering the alarm). If this happens to you (the system is not accepting your code), press “\*” and try again to reset the system, so that it will accept your code.**

### **Procedure for closing (allow 10 minutes to complete):**

1. Ensure that all windows (on both floors) are closed and latched, blinds drawn.
2. Turn off all lights as you go out.
3. Turn off Xerox and Dell printers in server room.
4. Turn off power strip to the toaster oven (or unplug it).
5. Close interior doors on the first floor.
6. Make sure all windows on first floor and second floor windows above ledges are closed.
7. Make sure front door is locked.
8. Make sure basement door is locked.
9. Make **sure no one else** is still in the building, **including the basement**; you may need to call the basement, #124.

10. Enter your security code, the number 2, turn out hallway light.
11. Leave and close the door within 30 seconds.
12. Confirm from outside that door is locked.
13. Walk completely around the outside of the building and make sure all is secure.
14. If you've forgotten something and need to re-enter, wait until the beeping stops to re-enter (then turn off the alarm as above)
15. If you are leaving and someone is left here alone, do not set the alarm.

## **If you accidentally trigger the alarm:**

1. Enter your code then press the number 1.
2. WAIT BY THE PHONE (any office phone) when the security company calls, tell them it's a false alarm and give them your code (the same code you enter on the pad as well as your secret word if you have one). Whatever you do, DO NOT MISS THIS CALL!
3. Inform Jed, who will inform Jay; this is simply to keep a record of these occurrences.
4. Don't do it again!

## **If housekeeping service is in the building on Friday night when you are leaving:**

1. You do not need to let them in. They have their own key and code.
2. If you are the last staff member to leave and the housekeepers are still working, close the windows and lock the doors behind you but do not set the alarm.

## **Simple Security Telephone Numbers:**

503-574-2254 – Office – Mike Voges

1-800-318-9486 – Monitoring Center

**We normally would not call the Monitoring Center, but if the alarm was triggered by accident, and you missed their call, you would call them.**