

PEOPLE'S PLACE

Building Security Policy

Approved By: Board of Directors
Review/Revision Date: 4/01/2021

I. PURPOSE

The purpose of this policy is to protect clients, staff, volunteers and agency buildings.

II. POLICY STATEMENT

It is the policy of People's Place to provide a safe environment for its clients, staff, volunteers and to safeguard the agency's properties.

III. APPLICATION

This policy applies to all People's Place facilities, staff and volunteers.

IV. DEFINITIONS

None.

V. STANDARDS

- A. All employees are responsible for the security of the facility in which they work.
- B. All missing agency or personal property must be reported to Administration immediately.
- C. Entrances, exits and windows of all properties must be monitored or secured at all times.
- D. Security and alarm systems will be activated when appropriate.
- E. All unauthorized persons will be asked to leave the facility.
- F. All employees will immediately report suspicious and/or disruptive persons or suspicious or illegal activities to their supervisor.
- G. All keys must be kept in the personal possession of the staff authorized to have them. Missing or misplaced keys must be reported to your supervisor immediately.
- I. The last staff person leaving a building shall ensure that all lights and appliances are turned off, alarms are activated if applicable, and that designated doors and windows are closed and locked.

VI. PROCEDURES

<u>Individual responsible</u>	<u>Action</u>
Employee	<ol style="list-style-type: none"><li data-bbox="740 365 1451 426">1. After incident undertakes corrective measures to restore security<li data-bbox="740 464 1451 527">2. All breeches of security will be reported to the program supervisor immediately
Supervisor	<ol style="list-style-type: none"><li data-bbox="740 564 1341 592">1. Reviews incident and takes appropriate action.