



Operations Manual

Governed By: Facilities	Effective Date: 1/1/13
Procedure: Building Security # 2	Updated Last: 4/1/13
Purpose: To insure all CEO staff and clients are able to operate in a safe environment	
Refer to Policy # :	

Summary: Building Security is the responsibility of every CEO employee, we should all be aware of our Facilities and what security measures we have in place. Every Facility has some form of Security and it is up to all employees to know where and how they work. A Security System is only as good as the people using it.

- Buzzer systems to open doors, anyone who has this responsibility of opening the door should know who they are letting in your building, if there is a question about who is at the door then you should contact your Manager and proceed to open the door physically with the Manager present. By no means do you buzz the door open and let the stranger come to you.
- All doors and windows should be closed and secure at the end of the day, if exiting a building look back just to make sure the door is secure. No exterior doors should be propped open at all.
- Security button, In the Joseph L. Bruno building there is a security button system, this system when pushed will alert the Police Department immediately and they will respond through a silent alarm. Please refer to JLB Security in the Facilities Folder in the Operation's Manual.
- CEO property, if you notice people on CEO property that should not be there contact your manager so they can call the Facilities Manager or if needed the Police Department. Do not confront anyone yourself.
- When working late make sure someone is aware of you being in the building late and if at all possible buddy up with someone when leaving late.
- If a situation occurs inside of your building and you feel Threatened call 911 immediately, do not try and defuse the situation you might end up escalating it.



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Program or Site: (program name)	Effective Date: (mm/dd/yyyy)
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Purpose: (what is the purpose of this procedure?)	

Summary: