

PATHWAYS ABILITIES SOCIETY

PROCEDURE: WORKING ALONE, SECURITY, KEYS AND CODES

Applies To: All Personnel

Effective/Revision Date:

June 27, 2005
May 14, 2007
May 28, 2008
June 21, 2010
September 12, 2011
December 21, 2012
June 11, 2014
February 20, 2017
March 26, 2018

General

1. The executive director supervisor or manager gives employees working alone a Pathways Abilities Society Emergency Contact Information card.
2. Employees working alone lock all doors, windows and turn on exterior lights at the start of their shift.
3. If a faulty locking device or lighting problem is discovered the employee notifies the area manager or supervisor as soon as possible.
4. Employees are not to confront intruders. Dial 911 immediately and report the situation to the RCMP.
5. Arm and disarm the buildings security system when you are the first staff person on site or the last person to leave.
6. Annually at employee's evaluations the working alone plan is updated if applicable and Emergency Contact Information Cards issued.

Keys

1. Employees and external groups requiring keys and codes see the executive director who issues with the appropriate information. At the homes, new employees are given the code to the locks or are shown where the spare key is kept.
2. The executive director maintains a list of all employees and external groups who have keys, codes and security cards to all facilities.
3. The executive director obtains the keys and security cards from employees and external groups when they are no longer utilizing Pathways Abilities Society facilities.
4. The executive director, board president or designate will have duplicate keys made at Kurt's Lock and Safe.

Security Systems

1216 St Paul

Entering

1. Enter through the front door.
2. Enter your code to dis-arm the alarm system

Exiting

1. Ensure no one is in the building.
2. Enter your code on alarm keypad and listen for beeping - door closed.
3. Exit within 60 seconds.
4. Lock the door.

If the alarm goes off:

1. Enter the code again.
2. Call Titan Security immediately. 888-762-1662 Have your emergency information card available.
3. Give the person your security password.

123 Franklyn Road

Entering:

1. Enter through the first front door (door 1).
2. Close and lock the door.
3. Enter your code on the alarm keypad.
4. Open the second door (door 2) and turn on the 2 automatic door openers

Exiting:

1. Ensure no one is in the building. Check the sign in/ sign out boards.
2. Turn off the 2 automatic door openers.
3. Ensure door 2 is locked.
4. Enter your code on the alarm keypad with both doors closed.
5. Exit.
6. Lock door 1.

If the alarm goes off:

1. Enter your code again.
2. Call Titan Security immediately. Have your emergency information card available.
3. Give the person your security password.

2385 Bouvette Street

Entering:

1. Enter through 2835 Bouvette Street.
2. Close and lock the door.
3. Enter your code on the alarm keypad.

Stay Mode (Alarm Operational)

1. Push the "Stay" mode button before bed.
2. Do not open doors or the alarm will activate.
3. To disarm, enter your code.

Exiting:

1. Ensure no one is in the home.
2. Ensure the doors and windows, including the patio doors are closed and locked.
3. Enter your code on the alarm keypad with the door closed.
4. Exit.
5. Lock the door.

If the alarm goes off:

1. Enter your code again.
2. Call Titan Security immediately. Have your emergency information card available.
3. Give the person your security password.

647 Old Meadows Road

Entering:

1. Enter.
2. Close and lock the door.

Exiting:

1. Ensure no one is in the home.
2. Ensure the doors and windows are closed and locked.
3. Exit.
4. Lock the door.

2476 Main Street West Kelowna

Entering:

1. Unlock the back gates.
2. Enter through the back door.
3. Close and lock the door.
4. Enter your code on the alarm keypad.

Exiting:

1. Ensure no one is in the building.
2. Enter your code on the alarm keypad with door closed.
3. Exit.
4. Lock door.
5. Close and lock gate

If the alarm goes off:

1. Enter your code again.
2. Call Titan Security immediately. Have your emergency information card available.
3. Give the person your security password.