

# STANDARD OPERATING PROCEDURES

## [Electronic Access & Building Security]



**Department:** Operations

**SOP #101**

**Applicable to:** All Staff

**Effective Date:** 1 Mar 2020

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**Authority:** Chief of Operations

**Applicable CAAS Standard:**

**Revised Effective Date:**

### **Purpose:**

The purpose of this Standard Operating Guideline (SOG) is to outline the position of Brighton Volunteer Ambulance (BVA) regarding Electronic Access and Building Security.

### **Scope:**

The scope of this document applies to all road staff and their requirements to maintain a safe, secure facility, guard their access, and understand the closed-circuit security cameras.

### **Guideline:**

#### ELECTRONIC ACCESS

1. Personnel will be issued an access card which serves as their agency identification and will allow access to secured areas.
2. Personnel will be granted access in accordance with their level of service, to include but not limited to ALS, BLS, Operations, and Management.
3. Personnel issued an access card are required to maintain this card at all times of their involvement with the agency. If lost, it must be reported immediately to the Chief.
4. At separation, the access card must be promptly returned.

#### BUILDING SECURITY

1. Agency property must be secured at all times.
  - 1.1. All company doors must be secured and not propped open.
  - 1.2. All garage doors must be kept closed at all times when not in immediate use.
2. Visitors must sign in.
3. Deliveries must be kept in storage until the recipient has claimed them.

#### CLOSED CIRCUIT CAMERAS

1. Closed Circuit Cameras are used to ensure the safety of all personnel and visitors.
2. Cameras will be recording, at all times.
3. Exterior and Entryway cameras are the only cameras under regular view.
4. The Narcotics Safe has a camera on it at all times and is subject to periodic and as-needed review.
5. All cameras are subject to periodic and as-needed review.
6. Review of cameras is held by the Chief or his/her designee.
7. Camera feed of entryways may be displayed in common areas for security purposes.

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This document supersedes any documents on the topic dated prior to the effective date noted above.