



BUILDING SECURITY



Good security in the workplace limits the access that visitors have to County buildings. Following safety procedures when you enter and exit county buildings can help limit unauthorized building access and ensure the safety of all County employees and visitors.



Follow These Steps When You ENTER a County Building

- Keep entrance doors locked, if possible.
- Keep side and back entrance doors locked.
- Ensure doors close and latch firmly behind you when you enter.
- Each employee should enter the building using their own badge.
- Don't "hold the door" for employees, clients or visitors to enter the building.
- If you forget your key or badge, contact your supervisor and enter through the main building entrance.
- Immediately report lost or stolen badges / keys to GSA Security at 654-3816.
- Maintain control of your access badge and/or building key at all times.
- *Don't ask coworkers, custodial, or maintenance staff to let you in side or back doors.*



Follow These Steps While INSIDE County Buildings

- For windows that open and close, do not open far enough for a person to enter or to reach through far enough to reach the latch. Windows must be closed before leaving the workplace.
- Wear your identification badge at all times to show you are an authorized employee.
- Make polite contact and offer to assist any unauthorized visitors in the workplace.
- Immediately report unauthorized visitors or unusual behavior to your supervisor and/or security.

Follow These Steps When EXITING County Buildings

- Ensure doors close and latch firmly behind you when you leave.
- Never prop open building doors unless they will be monitored constantly.

Safety Checklists for Building Access Doors

- Are main entrances monitored by a receptionist, security and/or cameras?
- Are side and back entrances and exits controlled and restricted from the public?
- Is there adequate lighting inside and outside the office?
- Are shrubs and other structures cleared away from the building?
- Are parking, storage, and garbage areas well lit, easily accessible, and within view of the building?



Safety Training and Procedures



- Report security incidents and concerns to your supervisor.
- Get training on workplace violence issues and how to handle them. For additional information, please contact GSA Security at 654-2051.
- Review County and Department security policies and action plan.
- Know your building emergency procedures, including evacuations and security alarm responses. Take part in practice drill scenarios to ensure you know how to respond correctly.