

# **Headquarters Building Security**

## **CHAPTER 8.10**

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**Approved by: Chief of Fire Rescue**

### **Definition**

All Alachua County Departments have been charged with the task of developing and/or enhancing plans for assuring the security of their facility. All Alachua County Departments will be working to assure the continued accessibility of County facilities for all visitors, balanced with providing a safe work environment for department employees.

### **Purpose**

The Building Security Procedure is designed to better ensure the safety of those personnel working in and visiting the Alachua County Department of Public Safety Headquarters building.

### **General Guidelines**

#### **Guest Policy**

- A Log entry will be made identifying the date, name of the person(s) (printed and signed), organization the person represents, time in and time out, of all visitors. The Guest Pass shall be maintained at the receptionist desk. It is the responsibility of the person receiving the guest to maintain the Log.
- All persons, including ACFR employees who do not have their Department issued ID card and family members, must sign in at the front desk and receive a Guest Pass.
- When a person arrives, the receptionist shall contact the employee to be seen, and that employee shall escort the guest while they are in the building. Persons will not be allowed in unless they have a purpose for being in the building.
- No one will be allowed to enter a door other than via the reception area, unless they have a key card. Family members and friends must sign in as noted above.

#### **Building Security**

- All doors from the lobby into the building shall remain secured (locked) at all times.
- Opening and securing the main entrance for normal business hours will be assigned by the Section Chief of Finance and Administration.

- All exterior doors (except the main entrance) shall remain secured at all times. No exterior door shall be propped open at any time.

In the event of a hostile situation, the security alarm shall be armed and activated, and an announcement made on the paging system to advise building occupants of the situation.

- All personnel shall secure their respective areas. The most senior management person will act as the liaison with law enforcement and give the all clear message on the paging system when the event has passed.
- All offices will be locked when the occupant leaves the building.
- All ACFR Headquarters personnel must update their status utilizing the computer software program when they enter or leave the building.
- In the event it is necessary to evacuate the building, the Receptionist, or their designee, will print out a copy of the status of all ACFR Headquarters personnel and bring it with them to the designated meeting area outside the building.