

Columbia College Closing Procedures

Facility Shut-Down Procedures

Introduction

The following procedures are for everyone on staff. They are to be followed at all times. Overall personal security is up to the individual. Columbia College is not responsible for individual negligence. However, it is the intent of the company to provide a safe and supportive environment for its employees. Please use common sense when carrying out the following security checks.

Arming and Disarming the Systems in All Buildings

The instructions for arming and disarming the alarm system is posted by the alarm pad in each building.

Mistakes in Arming or Disarming the System

1. If you accidentally set the alarm off, call Counterforce 1-888-844-8425 immediately.
2. Identify yourself by name.
3. They will ask for a password.
4. When you received your outside key you will also have received the password.
5. This password will verify your status and they will give you directions from there.

Building Security Procedures

Last Person Out

The last person out is responsible for the following security check as follows:

1. Check all exit doors to ensure they are secure.
2. Check **all open offices**, classrooms and labs to ensure:
3. Turn off lights in all public washrooms.
4. Ensure all persons are out of the building.

From time to time students/clients may ask their instructors for permission to use the facilities after hours. If the instructor approves the request it is then the instructor's responsibility to coordinate this with the staff member who is directly responsible for the areas the student/client will be using. All students/clients must be supervised while using the facilities, either by the instructor or his/her designate. If a student/client is using the facilities unsupervised after hours, they will have to be asked to leave.

5. Turn all building lights off.
6. Arm security alarms.
7. Lock front doors on your way out.

Administration Staff

At the end of the work day, administration staff are responsible activities such as turning off the Main Office lights, setting the phone system to "Night Service", and locking up the drawers.