

## WACC POLICY

# SECURITY

*Issued by the General Secretary*

*Revised October 2010*

## General

1. When the offices are unoccupied, all entry doors must be locked.
2. Entry doors include:
  - a. the front door from Main Street to the east stairwell,
  - b. the door from the east stairwell to WACC's main floor\*,
  - c. the door from the east stairwell to the mezzanine\*,
  - d. the door at the top of the west stairwell,
  - e. the door from the mezzanine to the corridor outside the washrooms\*, and
  - f. the main floor door from the vestibule on the west side outside the sanctuary entrance to the WACC space\*.
3. Doors marked with an asterisk in the above list are fitted with sensors connected to the WACC alarm system.
4. The door into the WACC basement storage area is to be kept locked.

## East Side

5. The front door (from Main Street) will be kept locked.
6. During working hours, the doors to the main floor and the mezzanine from the east stairwell will normally be unlocked.

## West Side

7. The door to the main floor on the west side is to be kept locked, except when an event is being held on the main floor and:
  - a. visitors are expected to arrive via that entrance, or
  - b. visitors are making use of the washrooms.

NB When visitors are using the washroom, the church 'fire doors' must be propped open or unlocked and/or someone needs to be present to facilitate entry.

8. If the west side, main floor door is unlocked, precautions must be taken to prevent unauthorised entry to the WACC space (usually this will mean having a person monitoring access).
9. The door at the top of the west side stairs is to be kept closed and locked at all times. This is to be used only as an emergency exit.

10. The door on the mezzanine level, leading from the WACC space to the washrooms, is to be kept locked, but will be propped open during normal working hours, and may be open at other times at the discretion of staff.

NB Those using the washroom facilities on the mezzanine level will need a key to re-enter the WACC space if this door is closed.

## Basement Storage

11. The door to the storage area in the basement is to be kept closed and locked whenever the space is unoccupied.

## Entry

12. Those who are authorised to enter the WACC space outside of normal working hours or at the beginning of the working day are issued with a key and provided with the necessary codes for the alarm system by the Manager of Administration (see below).

## Normal working day

13. Each person entering the premises must ensure that the front door is left closed and locked.
14. The first person to enter the WACC space must enter via the main floor door, turn off the alarm, and ensure that the east door to the main floor is unlocked.
15. The first person to enter the mezzanine will unlock the east door and leave it unlocked.
16. The first person to use the west mezzanine door will prop it open.

## Outside of working hours

17. Anyone using the WACC space outside of the normal working time must ensure that the front door is kept closed and locked.
18. The doors from the east stairwell to the main floor and to the mezzanine may be either locked or unlocked, but it should be noted that there is access to the east stairwell from the basement and someone may be able to reach the WACC space, so vigilance is required.
19. A local alarm is installed on the doors into the east-side stairwell from the basement. This alarm should normally be left on the 'INSTANT' setting so that it gives a loud audible alarm if the door is opened.

## Exit

20. It is the responsibility of the last authorised person<sup>1</sup> leaving the premises at any time to ensure that they are secure. (The responsibility exists even if the person has only been in the premises for a short while and/or has only used a part of the WACC space.) This requires the following:
- a. Ensure that no one remains in the premises who is not authorised to be there.
  - b. Ensure that the west mezzanine door is closed and locked.
  - c. Ensure that all mezzanine lights are off, including those at the west end.
  - d. Ensure that the east mezzanine door is closed and locked.
  - e. Ensure that the light on the upper landing is off.
  - f. Ensure that the west main-floor door is closed and locked.
  - g. Ensure that the east main-floor door is closed (required to set the alarm) and it is recommended that it be locked
  - h. Set the alarm system, and ensure that no zones are in alarm (see Appendix).
  - i. Exit via the east main floor door and ensure that it is closed and locked.
  - j. Ensure that the lights on the entry and main-floor landing are off.
  - k. Ensure that the front door is closed and locked.

## Alarm System

21. Persons authorised to be in the WACC premises unaccompanied are given the appropriate key and the alarm codes. Two numbers are required to turn the alarm on or off: a three-digit pin number and a four-digit code. Each individual's code is to be kept confidential.

## Panic Alarm

22. In case of emergency, the police can be summoned by one of two methods:
- a. Interchanging the last two digits of the code when turning off the alarm, or
  - b. Press the panic alarm located under the reception desk.

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<sup>1</sup> An authorised person is a member of staff, or other person, who has been given a key and the alarm codes.

## Appendix: Alarm Procedures

### Steps in turning the alarm on are as follows:

It is recommended that the east main floor door be locked in advance of setting the alarm, and it will need to be closed to avoid an alarm condition being set.

1. Open alarm panel cover
2. Enter pin number
3. Enter code
4. Check panel for alarm conditions

If any zone is in alarm there will be an indication on the panel. This will need to be rectified before the alarm is set. If the alarm condition cannot be removed, the zone will need to be bypassed. This requires authorisation from the Manager of Administration or the General Secretary.

5. Press button labelled ON
6. Close panel cover
7. Immediately vacate the WACC space

### Steps in turning the alarm off are as follows:

1. Open alarm panel cover
2. Enter pin number
3. Enter code
4. Press button labelled OFF

If there has been an alarm recorded, there will be an indication on the panel. Should this be the case, the Manager of Administration should be advised promptly.

5. Close panel cover

### Problems

If the alarm is triggered, the alarm company (Chubb) will call the WACC mobile, and, if this is not answered, contact the following people at their home, in this order:

Philip Lee  
Lavinia Mohr  
Randy Naylor

Only these people, plus Tim Meadley, can direct the alarm company to ignore the alarm (ie not call the police or fire service).

### False Alarms

1. Anyone who sets off the alarm accidentally should:
  - a. Attempt to turn it off, using the normal procedure,

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- b. Telephone the alarm company – the telephone number is on the inside of the alarm panel cover – and give their name, together with an explanation of what has happened,
  - c. Call the WACC mobile and explain what has happened
  - d. If there is no response when calling the WACC mobile, notify the person most likely to be contacted by the alarm company,
  - e. Remain by the phone at reception, and answer it if it rings.
2. If an alarm sounds for no apparent reason, anyone in the WACC offices should investigate and, if appropriate, proceed and follow the procedure indicated for an accidental alarm.

### **Basement**

1. There is an alarm on the door at the bottom of the east-side stairs which is not connected to the Chubb alarm system.
2. This alarm should be disabled (slide switch to OFF) before opening the door, and must be reset (slide switch to INSTANT) when access through the door is no longer required.
3. Should the alarm be triggered, it can be turned off by entering 3250 on the key pad.