[Insert organisation name/logo]

# OFFICE ENTRY AND EXIT PROCEDURE

## Entry procedure

**Turning the office alarm off**

* **[Insert action item]**
* **[Insert action item]**
* **[Insert action item]**
* **[Insert action item]**
* **[Insert action item]**

**🖌Note\***

Some examples could include:

* Office access hours are from Monday 7am - Friday 7pm.
* As you walk in the office, the alarm will emit a regular beeping and will siren in approximately 30 seconds providing time to turn the alarm off
* Enter a 4 digit code and press enter
* Fill the “in/out” board/book

\*Please delete note before finalising this policy.

**If the alarm is activated accidently**

* **[Insert action item]**
* **[Insert action item]**
* **[Insert action item]**
* **[Insert action item]**
* **[Insert action item]**

**🖌Note\***

Some examples could include:

* Enter a 4 digit code and turn the alarm off
* Contact the organisation CEO or manager via text and/or phone call, if there is no response, leave a message
* Contact the **[insert alarm contractor]** on **[insert phone number]**

\*Please delete note before finalising this policy.

## EXIT PROCEDURE

**Last staff member is to:**

* **[Insert action item]**
* **[Insert action item]**
* **[Insert action item]**
* **[Insert action item]**
* **[Insert action item]**

**🖌Note\***

Some examples could include:

* Check the meeting rooms are locked and alarmed
* Turn off all office lights
* Make sure that no one is inside the building
* Fill in the “In/Out” board/book
* Set the main office security alarm and lock the front door or gate

\*Please delete note before finalising this policy.

**Setting the office alarm**

* **[Insert action item]**
* **[Insert action item]**
* **[Insert action item]**
* **[Insert action item]**
* **[Insert action item]**

**🖌Note\***

Some examples could include:

* Enter a 4 digit code and press enter
* If the alarm emits a regular beeping, it is being set and will activate in approximately 30 seconds, providing time to exit the office
* If no beeping occurs, the alarm is not being set, try again.

\*Please delete note before finalising this policy.

|  |  |  |
| --- | --- | --- |
| **Contacts** | | |
| **[Insert organisation name] CEO** | **[Insert name]** | **[Insert phone number]** |
| **[Insert secondary contact for organisation]** | **[Insert name]** | **[Insert phone number]** |
| **[Insert alarm contractor name]** | | **[Insert alarm contractor phone number]** |