

**CCEMS  
OPERATIONS POLICY 100-21  
SECURITY OF STATIONS**

**I. PURPOSE**

- 1.1 To assure the security and safety of all personnel while on duty with CCEMS.

**II. POLICY**

- 2.1 All CCEMS Stations will be secured at all times. This includes while the crew is on Station, when crews are not physically at those locations, and before the crew retires for the evening.
- 2.2 All CCEMS personnel will either receive or pick a six digit password for the Trilogy door locks at each Station. All CCEMS personnel are prohibited from sharing this password with any other individual.

**III. PROCEDURE**

- 3.1 All CCEMS personnel are responsible for the security of their Stations while on duty. Making certain the facility is secure is a routine part of the daily work practice.
- 3.2 In the event of an unwelcome intruder, personnel should immediately contact 911 and/or call for assistance over the UHF or VHF radio frequency.
- 3.3 All CCEMS personnel will either receive or pick a six digit password for the electronic locks, located at each Station. The Administrative Assistant will be responsible for issuing and programming this number into the Trilogy lock systems.
- 3.4 In the event of a pass code breach the employee must notify the Administrative Assistant immediately so that the breached code can be removed and a new code installed.
- 3.5 Only the Director, Assistant Director or Administrative Assistant can re-program or enter the master code into the Trilogy lock system.
- 3.6 Observers and students will not be issued a security code at any time. CCEMS employees are forbidden to lend their code to anyone for entry purposes.
- 3.7 Non-Clinical Auxiliary personnel will not be issued security code access to the supply room located at Station 2.

Director: 

Effective: 09-11-2008

Reviewed: \_\_\_\_\_

Revised: \_\_\_\_\_