

## WACC POLICY

# SECURITY

*Issued by the General Secretary*

2021

## Location of Premises

Effective September 1, 2020, the WACC offices comprise the 2<sup>nd</sup> floor of 308 Main Street and shares the storage room in the basement with Hope United Church located on the North East side of the building.

## General

1. All entry doors are to be locked whether the office is opened or closed.
2. Entry doors include:
  - a. the front door (Main Street) that leads into the east stairwell;
  - b. the door from the east stairwell leading to the WACC office on the second floor\*;
  - c. the interior door between the office and the washrooms at the top of the west stairwell (herein the rear door)\*;
  - d. the door at the top of the west stairwell.
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 shared storage room is to be kept locked.

## Entry

5. 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 fob and provided with the necessary codes for the alarm system by the Manager of Administration (see below).
6. Tenants and Consultants are also issued fobs to enter the premises but are not provided with the codes necessary to disarm the alarm system. Tenants and Consultants must ensure that staff will be onsite and will have disarmed the system in order for the fob to work at the door from the east stairwell to the WACC office on the second floor. The fob will allow entry only to the Main Street door.

## Normal working day / Outside Office Hours

7. Each person entering the premises must ensure that the front door (Main Street entrance) is closed and locked, ensuring the door is shut and cannot be opened from the outside.
8. The first person to enter the WACC space on the second floor must turn off the alarm situated on the inside of the door to the WACC offices.
9. The door at the top of the west stairwell is not to be opened and the west stairwell is not to be used. WACC is not allowed access to Danforth Avenue via the west stairwell, unless there is an emergency.

## Exit

10. 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 door at the top of the west stairwell is closed;
  - c. Ensure that the rear door is closed;
  - d. Set the alarm system, and ensure that no zones are in alarm (see Appendix);
  - e. Ensure that the lights are off;
  - f. Exit via the east side 2<sup>nd</sup> floor door;
  - g. Ensure the lights are off on the main floor landing;
  - h. Ensure that the front door (Main Street) is closed and locked.

## Alarm System

11. Persons authorised to be in the WACC premises unaccompanied are given the appropriate fob and the alarm codes. A four digit number is required to turn the alarm on or off. Each individual's code is to be kept confidential.

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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:

1. Open alarm panel cover
2. Enter code
3. 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. For example, if the rear door was open, this would be indicated on the panel.

4. When the code is entered, the panel will beep intermittently. Proceed through the door beside the panel and close the door securely.

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

1. When the door on the second floor is opened, there will be a beeping noise.
2. Enter code
3. The alarm will stop beeping.

Note: sometimes there is an intermittent beep that starts up for seemingly no reason. The interval between beeps is quite long. If this happens, press and hold the 0 button on the panel for a few seconds, the beeping will cease.

### Problems

If the alarm is triggered, the alarm company (Telus (formerly ADT)) will call the WACC contacts. The following are the WACC contacts:

Shari McMaster

Gisele Langendries

Only these people 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,
  - 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 Shari or Gisele and explain what happened,

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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 a false alarm.