



# NEW HANOVER COUNTY HEALTH DEPARTMENT

## Policies and Procedures



|                 |                                  |
|-----------------|----------------------------------|
| Subject:        | Building Security- Main Building |
| Date of Origin: | 10/05/04                         |
| Date Revised:   |                                  |
| Policy Number:  | GS-ADM-003                       |

### PURPOSE AND SCOPE:

The purpose of this policy is to establish the guidelines to be used for building security. The scope of this policy applies to all members of the New Hanover County Health Department (NHCHD) workforce.

### CHANGE SUMMARY:

No changes. Original Document.

### POLICY:

In order to assure a secure facility the health department has decided to implement a proximity card system. We have also revamped our procedure for visitor entrance in to non-clinic areas of the building.

### PROCEDURES:

- Proximity card readers are on all exterior doors. Proximity cards shall be utilized each time an employee enters the building.
- Cards should not be shared among employees (ex. One person using his/her proximity card to allow a group of employees in after lunch).
- Doors with proximity card readers shall not be propped open.
- Temporary cards shall be utilized for vendors or visitors who must have access to the building. Temporary cards shall be signed out and signed in by the front desk attendant.
- All visitors entering the building shall check in with the front desk attendant. The desk attendant on duty will ask for the individual's name and then contact the appropriate employee by phone.
- Upon notification of the visitor the staff member will meet the visitor in the front lobby and escort them to a meeting area or their office area. If the staff member is not available to meet with the visitor they will be routed to an alternate employee or asked to leave a message.
- In the event that a potentially harmful visitor enters the building that individual will be addressed by the Health Director or designee.

**OTHER INFORMATION:** NA

**REFERENCES:** N/A

**CHANGE HISTORY:**

| <b>Version</b> | <b>Date</b> | <b>Comments</b>   |
|----------------|-------------|-------------------|
| A              | 10/05/04    | Original Document |
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