

OPERATIONAL POLICY

TITLE	Base Safety / Security
POLICY NO:	2015-039

POLICY STATEMENT:

Superior EMS staff is expected to ensure the safety and security of the base at all times.

SCOPE:

All Staff and Volunteers

POLICY:

1. Only authorized personnel should be in the building, and any non-staff must be escorted by an authorized employee.
2. All staff entering the building must have their photo ID visible and on at all times
3. All staff entering and leaving the building must **sign in** on the sign in log, and **sign out** on the log or the scanning device no matter the purpose of your attendance.
4. Please be mindful that this is a shared building, please be respectful.

Date of Approval:	September 28, 2016
Date to be Reviewed:	September 28, 2018
Authority:	Chief of EMS Operations



EMS OPERATIONS DIVISION

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