



NH Department of Health & Human Services
Division for Children, Youth & Families

DCYF Standard Operating Procedure

2069.5 CAMPUS BUILDING SECURITY AND DUTIES

Policy Directive: **22-09**

Effective Date: **June 2022**

Implements Policy: **2069**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

This SOP defines protocols for the security of the SYSC campus and buildings.

Procedure

The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.

- I. With the exception of the Administration Building, all campus building alarms are armed 24-hours a day.
 - A. The Administration Building intrusion alarm is automatically activated from Midnight to 6 am daily.
- II. All alarms are hardwired and operate on battery power.
 - A. Maintenance staff address concerns with the operations of the alarms as identified in section VII below.
 - B. Maintenance staff are responsible to document and track the replacement of batteries.
- III. Each Maintenance staff will be assigned an access code to arm and disarm the alarm system.
 - A. Key fobs to arm and disarm the alarms will be kept in Central Control as inventoried items.
- IV. All non-maintenance staff who need access to the Administration Building between Midnight and 6 am, or any other buildings on the SYSC campus, are required to request permission from the On-Duty Supervisor.
 - A. If the On-Duty Supervisor approves the request to access the building:
 1. The On-Duty Supervisor will give instructions on how to access the building and direct the staff to Central Control;
 2. The Central Control Operator will identify the specific point of entry that must be used to enter the building;

3. The staff will sign out a key fob for use to arm and disarm the system while accessing the building; and
 4. The staff must return the key fob to SYCS Central Control and sign that the key fob was returned.
- V. The On-Duty Supervisor will conduct and document a perimeter inspection of SYSC facility once daily, between 7:30 am and 8 am.
- VI. The On-Duty Supervisor will conduct and document an inspection of the SYSC Campus once daily, during third shift. This inspection includes a visual check of all buildings and the surrounding areas.
- VII. The On-Duty Supervisor will respond to all alarm activations and follow the appropriate steps as outlined below:
 - A. Water bug:
 1. Upon receipt of a water bug alarm, the Central Control Operator will notify the On-Duty Supervisor;
 2. The On-Duty Supervisor will immediately go to the building with water bug alarm to assess the situation; and
 3. The On-Duty Supervisor will:
 - (a) Reset the alarm; or
 - (b) Contact maintenance if needed.
 - B. Intrusion Alarm:
 1. Upon receipt of an intrusion alarm, Central Control Operator will notify the On-Duty Supervisor of the intrusion alarm and location;
 2. The On-Duty Supervisor will respond to the building for an external check, visually check windows and doors for entry;
 - (a) Under no circumstances should staff enter the building; and
 3. If it appears that entry has been made:
 - (a) Call 911 to report a possible break-in;
 - (b) Wait in a safe area outside the building for police to arrive;
 - (c) Once police clear the building, attempt to reset the alarm; and
 - (d) If the alarm does not reset:

- (1) Leave the alarm off; and
- (2) Notify maintenance.

Glossary and Document Specific Definitions

A - B C - D E - F G - I J - L M - N O - Q R - S T - V W - Z

Document Change Log

PD	Modification Made	Approved	Date
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