**Section 100 – Management & Administration**

|  |
| --- |
| General Rules & Administration - 100 |
| S.O.P # 100.09 | **Station Security** | Page: 1 of 1 |
| EFFECTIVE: 10/14/2019 | Authorized: Board of Directors |
| REVISED: |  |

**100.09.01 Purpose**

The purpose of this SOP is to establish general station security procedures.

**100.09.02 Station Security**

1. Personnel with issued keys and pass codes should be kept on your person and not shared with other employees.
2. Security doors should be kept closes and locked at all times.
3. Bay doors should be closed behind the ambulance when leaving the station.
4. Personnel should not leave bay doors open while unattended.

**100.09.03 Office Security**

1. Personnel with access to or who keep personnel records, confidential and sensitive documents, financial data, patient care records and/or health and medical records must secure said materials at all times while not present at their desk. This is inclusive of electronic or hard copy materials.
2. Issued keys and pass codes should be kept on your person and not shared with other employees.
3. Security doors should be kept closed at all times.