



Policy Series#: 6000 – Facilities
Policy Manager: Judy Enright
Employee Key Usage and Building Security Policy

Purpose: This policy seeks to establish simple guidelines employees can use to help Riverland achieve its objectives in maintaining a safe and secure environment; in addition to educating our employees on the college’s expectations regarding keys and emergency procedures. Building security is a fundamental component to maintaining a safe and secure college environment. Riverland understands that control of access to our facilities, equipment, and personnel is an effective means for deterring potential crime and security threats encountered by unsecured buildings.

- **Applicability:**
- **Employee Key Usage:**
- Keys are identified and assigned to employees based on their position’s needs and responsibilities.
- Employees should carry their keys with them whenever working on college property.
- Employees are responsible for maintaining their keys for the duration of their employment at Riverland.
- Keys should never be shared or loaned to other personnel.
- Keys should never be left lying in open, unattended, and/or unsecured areas.
- Lost or stolen keys should be reported immediately to Administration and Facilities personnel as missing keys may present a security risk to the college.
- Keys of former employees (personnel who resign, retire, or are otherwise terminated) should be collected by their direct supervisor on the last day of employment.
- The supervisor is responsible for returning these keys to the Physical Plant Manager.
- The Physical Plant Manager is responsible for inventorying and reassigning these keys as necessary.

Building Security:

- Keep doors (i.e., classroom, conference rooms, and program labs) locked when not in use.
- Employees are responsible for locking and unlocking the rooms they use.

- Note: Some doors are equipped with lockdown devices to assist personnel with securing the room in an emergency. When using these rooms, open the door with your key and relock the door. Set the lockdown device to the “Normal” setting as specified on the device. These lockdown devices allow employees or students to secure the room (without use of a key) immediately during an emergency. In the event of a Lockdown emergency, switch the lockdown device to the “lockdown” setting as specified on the device before sheltering in the room as specified in emergency procedures.
- Visitors and organizations utilizing college facilities should be provided with information on college emergency procedures (e.g., fire, tornado, lockdown, etc.), including how to use lockdown devices or secure their doors.

Definitions: n/a

Links to other policies/procedures/plans:

Related Documents: No.

Date of Initial Review by President’s Cabinet: 2/14/2013.

AASC Review (if applicable):

FSGC Review (if applicable): 3/24/2013

Date of Final Approval / Policy Adoption: 6/13/2013

Date & Subject of Revisions: