



# ELECTRIC WATER SEWER STORMWATER

3 Industrial Loop Drive | PO Box 1589 | Hannibal, MO 63401 | (573)-221-8050

[www.HANNIBALBPW.org](http://www.HANNIBALBPW.org)



<b>POLICY:</b>	<u>Building Security</u>	<b>DEPARTMENT:</b>	<u>All Departments</u>
<b>APPROVED:</b>	_____	<b>REVIEWED / REVISED:</b>	<u>10/08/09</u>

### Description:

It is the intention of Management to provide a safe and secure work environment for its employees and contractors, as well as provide security for inventory and other property owned by the Hannibal Board of Public Works (HBPW). It is the duty of every employee to make every effort to keep these premises secure. As such, all employees are instructed to make sure that all doors, including the overhead doors, are closed and locked when entering or exiting the building.

### Guidelines:

1. Building Security: All outside doors and gates to the HBPW Main Office/Warehouse Facility located at #3 Industrial Loop Drive as well as the Wastewater Treatment Plant (WWTP) and the Water Treatment Plant (WTP) will be locked internally during regular business hours (other than the Business Office customer entrance) and locked/latched after hours. All outside doors and gates will remain locked/latched throughout the weekends and during all HBPW recognized holidays.
  - a. Main Office/Warehouse Facility:  
Appropriate operators within the Supervisory Control and Data Acquisition (SCADA) Department will perform a door check and perform the locking/latching task at the Main Office/Warehouse Facility each weeknight at approximately 5:15 pm and unlock the doors each morning at approximately 5:45 am.
  - b. Water & Wastewater Treatment Facilities:  
Appropriate shift personnel will lock the appropriate gates and/or doors at their respective plant locations. At the WTP all outside doors will remain locked when unattended. The locked doors will be the main entry door to the WTP located on the west side of the filter building, and the door to the lime and carbon feeding area. Each of these doors is outside the fenced area of the plant and must remain locked when unattended. At the WWTP the gate to the fence surrounding the plant must remain locked from the hours of 6:00 pm to 6:00 am. At both plant locations, all doors to the chlorine feed and storage facilities must remain locked at all times.
2. After Hours Entry: Entry into all facilities must be limited especially outside normal business hours.
  - a. Main Office/Warehouse Facility:  
All employees and contractors who require admittance to the warehouse during off hours must enter and exit only through the break room door or the main warehouse overhead doors. If the break room door is locked upon arrival, personnel will be required to press the call button and request entry by stating their name. The SCADA operator may then unlock the door to allow entry to the building.
  - b. Water & Wastewater Treatment Facilities:  
All employees and contractors who require admittance to the plants during off hours must enter and exit through the main entry doors.
3. Notification:
  - a. Main Office/Warehouse Facility:  
All employees and contractors must notify SCADA personnel of entry and exit to the building. The employee's name and times will be entered on the SCADA log sheet to provide a permanent record of after hours building activity. The intent of this procedure is to allow the SCADA operators to be aware of those onsite at all times.
  - b. Water & Wastewater Treatment Facilities:  
All employees and contractors must notify the operator on duty of entry and exit to the facilities. Names and times will be entered in the appropriate logbook.
4. Video Surveillance: Video cameras have been installed at several locations to monitor the sites for security 24 hours per day.

Management appreciates everyone's cooperation in this matter. Ensuring a secure work place is a group effort. Employees should contact a member of management with any concerns or security problems.

**Originated / Revised History**

Originated – 12/28/07

Revision 1 – 10/08/09