



THE FLORIDA CENTER
FOR CHILD AND FAMILY DEVELOPMENT

PROCEDURE

Title/Subject: Facilities Security			
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Approved By:		Title: President/Chief Executive Officer	
Approved By:		Title: Program Vice President/CQI Chairperson	
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The Florida Center for Child and Family Development (The Florida Center) follows anti-crime procedures to ensure that all buildings, grounds and facilities are safe and secure for persons served and personnel. The Florida Center provides security alarms in all sites for after hours security. All secondary doors are locked no later than 5:30pm each day, Monday through Friday. Each department is responsible for ensuring their area is secured daily. The last employee to exit the building is responsible to check that all doors are locked, set the security alarm, and lock the main entry door. The main entrance is unlocked, and the alarm disengaged, by the first person to enter the building in the morning.

Building security is maintained during hours of operation through mirror placements that allow reception staff to see any person who enters the lobby area of the building. An alarm button that notifies local law enforcement of a need for assistance is located in each receptionist area. These emergency alarms are to be used when law enforcement assistance is needed immediately and it could be unsafe to telephone 911. All staff are instructed to remain alert of any dangers on the grounds and in the facilities and report them to appropriate management staff immediately. Should staff have a need to call 911, every effort should be made to notify front office staff so that they may appropriately direct emergency respondents.

In addition, combination door locks are present in both settings where Early Childhood Education programs are present. Employees are able to access these designated areas via the combination, with all other persons required to sign in at the front desk before being permitted to enter into these areas. The combinations are changed annually, unless extenuating circumstances arise, to ensure safety for the children attending our Early Childhood Education Programs.