

APPENDIX - 1

BCDCOG Security Procedures

It is the responsibility of the contractor to take all precautions to secure the building and contractor staff after hours at the BCDCOG Facilities. The contractor will follow the procedures below:

- The contractor will be issued keys & security codes to access the facility as applicable. The contractor is responsible for the safekeeping of the keys & codes. If the keys or codes are lost or stolen, the contractor is responsible for notifying the Facility Manager immediately.
- The contractor is responsible for contacting 911 in case of an emergency.
- The contractor is responsible for notifying the Facility Manager in case of an emergency.
- The contractor will not allow access to the facilities by any person other than their staff.
- The contractor is responsible for securing the facility when services are completed each night. This includes verifying that all doors are locked and security system is activated. If the alarm goes off due to oversight by the contractor, the contractor is responsible for returning to the facility to activate the alarm & secure the building.

**Emergency contact information is as follows:**

Theresa Metts, Operation Manager	843-200-1212 (cell – 24 hour contact) 843-899-4096 (Office - Normal Operating Hours)
Ron Mitchum, Executive Director	843-693-4175 (cell – 24 hour contact) 843-529-0400 ext. 570 (Office – Normal Operating Hours)
Operating Hours	8:30 – 5:00 Monday - Friday

Contractor Emergency Contact Information:

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