

PATHWAYS ABILITIES SOCIETY

PROCEDURE: WORKING ALONE, SECURITY, KEYS AND CODES

Applies To: All Personnel

Original Effective Date: June 27, 2005

Effective Date: November 8, 2021

Replaces Procedure Dated: February 22, 2021

General

1. All employees working alone have Pathways Abilities Society emergency contact information available and are orientated to preventive practices preparing them for potential safety problems. Emergency contact information is posted in all service areas, and each employee receives an Emergency Contact Information card upon hire, and annually at performance evaluations.
2. Employees working alone lock all doors, windows and turn on exterior lights at the start of their shift.
3. If a faulty locking device or lighting problem is discovered the employee notifies the area manager or supervisor as soon as possible.
4. Employees are not to confront intruders. Dial 911 immediately and report the situation to the RCMP.
5. Arm and disarm the building's security system when you are the first staff person on site or the last person to leave.
6. Annually at employee's evaluations their working alone plan is updated, if applicable.

Asleep Overnight Shifts at the Homes: Check-ins

1. The asleep overnight employees complete the 'Homes Night Check-In' list in ShareVision between 9:30 pm and 10:00 pm. Completion of the list prompts an electronic alert to be sent to the other Asleep Overnight staff via email and ShareVision.
2. The asleep overnight employees ensure that they have received the check-in notification via email or by checking the ShareVision list, from the other home within 15 minutes of the assigned time.
3. If the check-in alert is not received or completed, the employee who did not receive the check-in phones the other home three times, with five minute intervals between each call.
4. If the employee is unable to reach the employee, call the Commissionaires at 1-866-915-4404, tell them you are calling from Pathways Abilities Society and ask them to complete a home safety check at the service site in question.

5. Upon completion of the home safety check, the Commissionaires contacts the employee who made the request and relays the results of the safety check.
6. If the Commissionaires are unable to make contact with the employee or if there is a safety concern, they will phone emergency services and notify the homes supervisor or designate.

Awake Overnight Shifts at the Homes: Check-ins

1. The awake overnight employee will complete a check-in at 12:00 am and 4:00 am, through the CheckMate Safe Alone App on the iPad located in the home.
2. If the check in is missed the employee will receive an automated call, ten minutes after the missed check in.
3. If the automated call is missed a safety check alarm is generated and a live trained operator calls the home 10 minutes after the first call.
4. If the trained operator cannot make contact with the employee they will contact the Commissionaires who will complete a home safety check. Upon completion of the home safety check, the Commissionaires will contact CheckMate.
5. If the Commissionaires are unable to make contact with the employee or if there is a safety concern, they will phone emergency services and notify the homes supervisor or designate.

Keys

1. Employees and external groups requiring keys and codes see the executive director who issues with the appropriate information. At the homes, new employees are given the code to the locks or are shown where the key is kept.
2. The executive director maintains a list of all employees and external groups who have keys, codes and security cards to all facilities.
3. The executive director obtains the keys and security cards from employees and external groups when they are no longer utilizing Pathways Abilities Society facilities.
4. The executive director, board president or designate have duplicate keys made.

Security Systems

1216 St Paul

Entering

1. Enter through the front door.
2. Enter your code to dis-arm the alarm system.

Exiting

1. Ensure no one is in the building.
2. Enter your code on alarm keypad and listen for beeping - door closed.
3. Exit within 60 seconds.
4. Lock the door.

If the alarm goes off:

1. Enter the code again.
2. Call Titan Security immediately (888-762-1662). Have your emergency information card available.
3. Give the person your security password.

123 Franklyn Road

Entering:

1. Enter through the first front door (door 1).
2. Close and lock the door.
3. Enter your code on the alarm keypad.
4. Open the second door (door 2) and turn on the 2 automatic door openers.

Exiting:

1. Ensure no one is in the building. Check the sign in/ sign out boards.
2. Turn off the 2 automatic door openers.
3. Ensure door 2 is locked.
4. Enter your code on the alarm keypad with both doors closed.
5. Exit.
6. Lock door 1.

If the alarm goes off:

1. Enter your code again.
2. Call Titan Security immediately. Have your emergency information card available.
3. Give the person your security password.

2835/2837 Bouvette Street

Entering:

1. Enter through 2835 Bouvette Street.
2. Close and lock the door.
3. Enter your code on the alarm keypad.

Stay Mode (Alarm Operational)

1. Push the "Stay" mode button before bed.
2. Do not open doors or the alarm will activate.
3. To disarm, enter your code.

Exiting:

1. Ensure no one is in the home.
2. Ensure the doors and windows, including the patio doors are closed and locked.
3. Enter your code on the alarm keypad with the door closed.
4. Exit.
5. Lock the door.

If the alarm goes off:

1. Enter your code again.
2. Call Titan Security immediately. Have your emergency information card available.
3. Give the person your security password.

1250 Guisachan Road

Entering:

1. Enter.
2. Close and lock the door.

Exiting:

1. Ensure no one is in the home.
2. Ensure the doors and windows are closed and locked.
3. Exit.
4. Lock the door.

2476 Main Street West Kelowna

Entering:

1. Unlock the back gates.
2. Enter through the back door.
3. Close and lock the door.
4. Enter your code on the alarm keypad.

Exiting:

1. Ensure no one is in the building.
2. Enter your code on the alarm keypad with door closed.
3. Exit.
4. Lock door.
5. Close and lock gate.

If the alarm goes off:

1. Enter your code again.
2. Call Titan Security immediately. Have your emergency information card available.
3. Give the person your security password.

647 Old Meadows Road

Entering:

1. Enter.
2. Close and lock the door.

Exiting:

1. Ensure no one is in the home.
2. Ensure the doors and windows are closed and locked.
3. Exit.
4. Lock the door.