

UUCB Security Procedures

PURPOSE: The purpose of this document is to provide explicit instructions regarding the responsibilities and procedures associated with using a key, card, or fob to access UUCB after church hours of operation.

INTRODUCTION: The UUCB security system involves two independent components: (a) exterior access and (b) interior access/alarm system. The exterior access component allows the card/fob or key holder to get inside the church building while the interior access/alarm component includes motion detectors in several places inside the building and allows the card/fob or key holder to disarm and arm the alarm system. The interior access component has no connection with any door locks. It connects to Brunswick Police via Cunningham Security, notifying them when someone is moving about in the church without authorization.

OVERVIEW OF SECURITY PROCEDURES:

- When unoccupied, the building must be kept locked with the alarm ARMED.
- When anyone is inside, the alarm must have been DISARMED; the doors may remain either locked or unlocked (depending on circumstances).
- A person already inside may admit others by walking to and opening the door for them, or by using either of the indoor VideoCom stations.
- Anyone arriving at the main doorway while the doors are locked may step up to the outdoor VideoCom and press the buzzer button, which will sound in the office and the May Sarton Room.
- For church services and other events open to the public, the doors must be UNLOCKED in a way that facilitates handicapped access.
- People who need to be able to enter the building independently or to make way for a group are issued keys and PINs. Each Personal Identification Number is to be used only by that person; please never share.

OFFICE HOURS ACCESS - Use of the VideoCam While Staff is in the Building

A VideoCam is located on the building to the left and above the keypad. This allows office staff to see who is requesting access to the building during office hours and to unlock the door remotely thus allowing the visitor to enter. During office hours the alarm system is disarmed by the office staff. To enter with the VideoCam:

1. Press the button on the camera unit to the left of the main entrance door. A screen/audio activates in the Office and MSR (inside terminals).



2. Office staff presses TALK on the inside terminal which activates a 2-way communication with the Visitor (interaction is recording). When requested, announce yourself the purpose of your visit..
3. Staff presses MENU>CALL (see the icon of a key) buttons which unlocks the door for 10 seconds.
4. Enter quickly once you are cued to do so.

NOTE: There is another terminal in the May Sarton Room. This is located on the left as you enter the room and serves the same function as that used by office staff to open the door. This can be used both during and after church hours.

AFTER HOURS ACCESS – To Open the Church

Outside

- A. If entering with a key, simply use your key to enter.
- B. If entering with a card or fob:
 1. Enter your 4 -digit Personal Code (PIN) on the outside number pad, then enter #. (While entering your PIN, keep the card/fob away from the sensor, otherwise the sensor will get confused!) NEVER share your PIN.

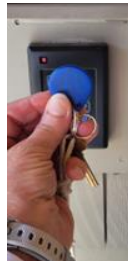
4 Digit PIN



#



2. Immediately after entering your PIN, hold the fob/card vertical and parallel to the face of the keypad and move it up and down 2-3 inches each way. You will hear the door unlock and the keypad light turns green. The door will remain unlocked for 10 seconds only, then will relock. Enter the church.



3. Keypad light then changes back to red once the door is relocked.



Inside

1. Once you enter the church, if the building is "armed" and no one is inside, a beeping alarm will sound. Turn left to see the Security Keypad and enter your PIN on the keypad then 1 (off). The readout then says *****DISARMED*****.
- NOTE: *If the alarm does not sound when you open the door, the system is already disarmed, DO NOT enter your PIN.*

IF YOU SET OFF THE ALARM: If you do not enter your code fast enough and the alarm siren goes off:

1. **BREATHE! CALMLY**, enter your PIN code + 1.
2. Call Cunningham Security: **207-882-9531**. *
3. Identify yourself at UUCB and tell them it was a false alarm.
4. They will ask for your "pass code" which is your PIN.
5. After giving your PIN, enter your PIN +1 again to clear the alarm.

6. Lastly, in the panel, re-enter your code PIN +1 to disarm the system.

*Use a cell phone or the phone in the kitchen (press 8 to get an outside line then dial the number.)

CLOSING OF THE CHURCH

As the person responsible for closing the church, you are responsible for proper care and security of the church and its resources, including securing the church before leaving, locking the main entrance doors, and setting the security code on the panel when you are done. *All committee chairs, event organizers and last persons leaving the building need to be aware of the proper locking procedures as detailed below:*

Secure Church Before Leaving

Make sure NO ONE is left in the building before you leave! Walk around the inside of the building (with a partner if possible) to be sure everyone has left. Check that there are no people left in the building - check all areas including:

1. Sanctuary: Includes: front area behind columns, Fellowship Hall, AV Room, Tiny Beginnings Room, May Sarton Room, Wendell Berry Room, and fire exit door off the Sanctuary (push on it to be sure it is latched)
2. Pennell Wing: Includes: Merrymeeting Bay Room (both sections) Nelson Mandela Room, the fire exit door by the Mandela Room (push on it to be sure it is latched), Rachel Carson Room, and Hildebrandt Room
3. Kitchen, Office Area, and Four Restrooms
4. Close doors to all the rooms (see above list). (The Offices, RE classrooms, custodial closets and Tiny Beginnings room are kept locked. Check to be sure these doors are latched.)
5. Switch off all lights including in restrooms.
 - The Sanctuary lights are in the AV Room
 - The switch for the Fellowship Hall and Gallery lights are located near the double door to the entryway
 - The switches for both the entryway lights and accent lights (in the skylight wells and the diamond stained glass window) are in the entryway under the bulletin board.

Set the Alarm

1. Make sure the double doors from the Sanctuary to the entryway are closed.
2. Enter your personal PIN + 2 (away) to Arm the alarm system. When set, the light turns red to indicate that it is "armed", and continuous beeping begins. The beeping continues for 30 seconds. Exit the building. (Note that the outside doors must already be closed and no people in the entryway are moving around for the security panel to be set properly.)
3. If the doors are locked, the light on the outside keypad will be red.
4. Tug on both handles to be sure the doors are secure.

IF YOU SET OFF THE ALARM: If you do not enter your code fast enough and the alarm siren goes off:

1. **BREATHE! CALMLY,** enter your PIN code + 1.
2. Call Cunningham Security: **207-882-9531.** *
3. Identify yourself at UUCB and tell them it was a false alarm.
4. They will ask for your "pass code" which is your PIN.

5. After giving your PIN, enter your PIN +1 again to clear the alarm.
 6. Lastly, in the panel, re-enter your code PIN +1 to disarm the system.
- *Use a cell phone or the phone in the kitchen (press 8 to get an outside line then dial the number.)

NOTE: If you cannot successfully set the inside alarm, contact church leadership for assistance. DO NOT LEAVE THE CHURCH UNSECURED.

TOGGLE FOB

If the church is being used for a public event, (e.g., church service, Concerts for a Cause or rental), and you are responsible for opening and/or closing the church (depending on the event), you must toggle the door open and/or closed. Once toggled open, the handicapped push button on the outside is enabled. The process for toggling the door open and closed is the same. The toggle fob is located on the same wooden keychain used for the crash bar which is hung to the left of the alarm system.

Toggle the Door Open

1. Enter the 4 -digit PIN 4655 (noted on the fob) on the outside number pad then enter #. (While entering your PIN, keep the card/fob away from the sensor, otherwise the sensor will get confused!)
2. Hold the fob/card vertical and parallel to the top of the keypad and move it up and down 2-3 inches each way. You will hear the door unlock.
3. Immediately (within 10 seconds) repeat #1 and #2 above. The keypad light changes to green indicating the door is not unlocked.
4. Return the wooden keychain with the fob and crash bar key to its original location.

Toggle the Door Closed

1. Enter the 4 -digit PIN 4655 (noted on the fob) then enter #. (While entering your PIN, keep the card/fob away from the sensor, otherwise the sensor will get confused!)
2. Hold the fob/card vertical and parallel to the top of the keypad and move it up and down 2-3 inches each way.
3. Immediately repeat steps 1-2. You will hear the door sound locked, and the keypad will turn red. You have 10 seconds to re-enter the building.
4. Once you enter, return the wooden key chain with the fob to its original location.
5. Alarm the system (See above) and exit the building.

NOTE: You must wait at least 5 minutes between toggling the door open and toggling the door closed. This is particularly important when training others.

USE OF CRASH BAR

A metal key can be used to DOG DOWN the “crash bar” from the inside keeping the left hand door open. When doing so it holds the latch retracted. The key is located on the same wooden keychain used for the toggle fob which is hung to the left of the alarm system.

Opening the Church with the Crash Bar

1. Insert the metal key into the door.
2. Press the crash bar in while turning the key. Do NOT turn the key without pressing the crash bar in as it will bend the key. When crashed down, the crash bar will remain in.
3. Remove the key and return the wooden keychain to its original location

Re-Locking the Church - Releasing the Crash Bar

1. Insert the key into the crash bar of the door and turn until the crash bar releases. The door is now locked.
2. Return the wooden keychain to its original location
3. Lock the church back up. (See CLOSING THE CHURCH above),,

RETRAINING

If you have not disabled/enabled the alarm system for 2 consecutive months, you will be asked by a Safety Committee member whether you continue to need the key, card, or fob. If so, you will be asked to review your understanding of the procedures for entering and leaving church.

RETURNING KEY/FOB/CARD

If your position changes and no longer need after hours access to the church building, it is your responsibility to return your key, card, and/or fob to a Safety Committee representative.