

# Door Access Security Policy and Procedures

Effective November 23, 2009

## Summary Policy and Procedures:

- All buildings are secured and alarms are set between the hours of 9:00 p.m. and 7:30 a.m., Monday-Saturday. On Sundays, doors and alarms are opened as ministry staff arrives for worship services. All buildings are secured and alarms are set at 9:00 p.m. on Sunday.
- All doors at the church, Youth Ministry Center, OC Refinery, and parsonage will remain locked when not in use for worship services or ministry programs.
- The Ministry Center doors will be unlocked between 7:30 a.m. and 4:00 p.m., Monday-Friday. Ministry Center doors will be locked at all other times when not in use for ministry programs or scheduled events.
- Door access keypads are located at the front door of the Church, right door of the main entrance of the Ministry Center, and the office lobby door of the Ministry Center for access by ministry leaders, staff, and attendees of Otterbein. The code for all the keypads is \_\_\_\_\_. (CONTACT 717-762-7147 to get the code.)
- Keys are required for access to the parsonage, OC Refinery, and Youth Ministry Center.

## Detailed Policy and Procedures:

- All church buildings are secured (doors locked) and alarm systems turned on (except the parsonage that doesn't have an alarm system) between 9:00 p.m. and 7:30 a.m. The alarm systems are turned off in all buildings between 7:30 a.m. and 9:00 p.m. every day of the week.
- The Church building, OC Refinery, Youth Ministry Building, and parsonage doors will remain locked at all times except when in use by ministry programs and for Sunday morning services.
- The Otterbein Ministry Center doors will be unlocked between 7:30 a.m. and 4:00 p.m., Monday- Friday. All doors will be locked after 4:00 p.m. on weekdays and during weekends except when in use by ministry programs, reserved by an outside party, or during Sunday morning services.
- When the Ministry Center doors are locked, access is available through the office doors (entrance facing South Potomac Street) or the right door at the Main Entrance of the Ministry Center. Door access keypads (number pads) are available at each of those doors. The code for access is \_\_\_\_\_ which will demagnetize the door so it can be opened. The door will automatically magnetize itself after approximately 30 seconds.
- When the Church doors are locked, access is available through the main entrance at the front of the church (where the white pillars are located). A door access keypad (number pad) is available at the front door. The code for access is 7147\* which will demagnetize the door so it can be opened. The door will automatically magnetize itself after approximately 30 seconds.
- Access to the parsonage, OC Refinery, and Youth Ministry Building can be obtained only by the use of a key and are not equipped with door access keypads.
- At all magnetized doors, a toggle switch to turn the magnet on and off is located on the inside top of the door. If you need to have the door unlocked and accessible during a ministry program, turn the magnet off during the program or event. The last person (ministry leader) should turn the toggle switch back on when they leave at the end of the program or event.