

(40) FACILITY EMERGENCIES - DOORS THAT WON'T LOCK/RE-KEYING DOORS

Pre-Plan Action	Immediate Action	Follow-Up Action
* Identify all door and locking mechanism, interior and exterior, and out buildings.	* Report lost keys immediately.	* Follow work order until closure.
* Prepare emergency contact form that identifies the master keys and contact person.	* Document all statements from persons who have responsibility for keys.	* Summary of personnel actions and written action plans.
* Update contact form at least annually and send to local police, local fire department, Office of Safety Management, and District Public Safety Office.	* Identify inoperable locking assembly and door hardware.	* If theft occurs, local police for case report and case report number.
* Insure maintenance of door closures, locks, and door adjustments.	* Prepare work order request form.	* Contact Office of Public Safety and provide case report number.
* Review "custodial standards" regarding mechanical conditions of door locks.	* Assess the value of potential loss, by theft, in the affected room(s).	* Support Appendix #77 - Record Keeping Process and Procedures for Critical Incident Response Reports and Training Documentation.
* Maintain updated key control procedures.	* Move high value items (i.e., cameras, television, VCR's, computers, etc.) that can be moved to an alternative secure location.	* Critique incident.
* Support Appendix #70 - Chain of Command.	* Provided the door cannot be secured, and is identified after hours, contact should be made with the maintenance emergency telephone number at 633-3600	
* Support Appendix #71 - Emergency Phone Numbers.		
* Support Appendix #78 - Key Control Procedures.		
Refer to "Custodial Standards Manual" prepared by the Office of Plant Operations, dated May, 1985.	Refer to "Custodial Standards Manual" prepared by the Office of Plant Operations, dated May, 1985.	Refer to "Custodial Standards Manual" prepared by the Office of Plant Operations, dated May, 1985.