

PROCEDURE FOR SECURING BUILDING

ADMINISTRATIVE OFFICES

- All lights should be turned off
- All doors should be closed

RESTROOMS

- Lights off

EMPLOYEE LOUNGES

- Coffee Pots off
- Turn lights off

RECORDS CENTER

- Lights in office areas and warehouse turned off, *Responsibility of Storekeepers
- Bay door secured, *Responsibility of Storekeepers
- Secure all doors

ARCHIVES

- Door to Microfilm room locked, *Responsibility of Archives Staff
- Copy machine off, *Responsibility of Archives Staff
- Check Vault doors, should be locked, *Responsibility of Archives Staff
- Secure all doors to offices
- Turn lights off