

SECURITY PLAN

SAFEGUARD PROPERTY

PROVISIONS

Electrical Contractors, LLC provides a secure work environment protecting property and individuals at each location. Electrical Contractors does this by

- Providing employees with identification badges that identify the individual as an employee.
- Providing visitors with identification badges that identify the individual as a visitor.
- Providing an authorized escort to all visitors.
- Monitoring facility key distribution using KeyTrak technology.
- Ensuring that all buildings, doors and windows are locked at the end of the workday and all gates are properly secured as well as fences and other barriers properly maintained.

EXPECTATIONS

Team members are expected to support this effort by

- Reporting any unusual activity to a supervisor or other management personnel immediately.
- Conducting themselves in an appropriate and professional manner while at each facility.
- Wearing their identification badges at all times.
- Complying with the visitor control process outlined in the Safety Plan.
- Reporting to management any visitors not following badge requirements.

The information provided in this document shall be considered confidential, proprietary, or trade secret information unless otherwise stated. Any information provided herein should not be disclosed to third parties without the express written consent of Electrical Contractors, LLC.

Controlled documentation is available on-line. Printed copies of this document are for REFERENCE PURPOSES ONLY and are considered obsolete! It is the user's responsibility to verify that the printed documentation version matches the on-line version.

VISITOR CONTROL

This section covers the procedure and tools used to monitor visitors.

Standard: Visitors include, but are not limited to drivers.

Step	Action						
1.	Visitors will provide 24 hours notice in advance of visiting a facility.						
2.	A Support Team member will meet the visitor at the entrance.						
3.	Ask the visitor to state their name and purpose of visit along with photo identification. <table border="1" data-bbox="347 537 1536 688"> <thead> <tr> <th>If...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>Appropriate ID and purpose is provided</td> <td>Go to next step.</td> </tr> <tr> <td>Appropriate ID and purpose is not provided</td> <td>Ask visitor to leave. Do not allow visitor to enter.</td> </tr> </tbody> </table>	If...	Then...	Appropriate ID and purpose is provided	Go to next step.	Appropriate ID and purpose is not provided	Ask visitor to leave. Do not allow visitor to enter.
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Appropriate ID and purpose is provided	Go to next step.						
Appropriate ID and purpose is not provided	Ask visitor to leave. Do not allow visitor to enter.						
4.	Request the visitor sign the Visitors Log. Ensure all fields are completed. <ul style="list-style-type: none"> • Full name • Company or agency • Contact (who visiting) • Today's date • Arrival time • Badge number 						
5.	Assign a uniquely numbered badge to visitor.						
6.	Conduct a visual inspection of the visitor's vehicle (and trailer for inbound shipments)						
7.	Assign a visitor escort to remain with the visitor at all times.						
8.	Upon completion of visit, visitor will sign out of the Visitors Log. Ensure the following fields are completed: <ul style="list-style-type: none"> • Departure time 						

KEY CONTROL

This section covers the procedure and tools used to monitor keys.

Standard: AR 190-11, Physical Security of Arms, Ammunition and Explosives and AR 190-51 Security of Unclassified Army Property.

Step	Action
1.	Warehouse Site Manager is responsible for key distribution for facilities, gates, doors and equipment. KeyTrak software is used to track key distribution, date, time and reason for key checkout.
2.	Team members requesting keys must sign in to receive keys and sign out upon return of keys.
3.	KeyTrak generates reports documenting information such as key distribution history, unauthorized key usage, and power outages.

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