

Virginia Beach Department of Emergency Medical Services



Administration

EMS Headquarters Building Access Policy

PURPOSE: To establish a policy that allows EMS Department personnel to be in

compliance with City Administrative Directive 1.14 Member Identification System and the Department's System of Identification Policy when an individual who seeks to enter the building does not have a City of Virginia

Beach issued ID Badge in their possession.

APPLICABILITY: This policy shall be applicable for all individuals seeking entry into

EMS Headquarters.

PROCEDURE:

The front office at Virginia Beach EMS Headquarters is staffed during normal business hours (M-F 8:00am-5:00pm), special events (as prescheduled) and during the beginning of evening EMT classes (Monday–Thursday 6:00pm-7:00pm). The electronic access locks are programmed to accommodate this schedule.

Individuals with City ID badges and appropriate access levels may gain access into the building from the lobby by using their City issued ID card. If an individual with proper City ID in their possession has a mechanical or technical difficulty activating the controlled access lock, DEMS personnel shall be authorized to allow that individual entry through the controlled access lobby door.

Any individual requiring access to the EMS building for a meeting who does not have a City ID card **in their possession**, must show a photo ID card to the front office personnel. Front Office personnel will verify with the meeting coordinator that the individual is scheduled to attend the meeting. The individual shall also be required to sign-in on the visitor log prior to being granted entry past the lobby.

Individuals requiring access to the EMS building for a scheduled appointment with a staff member or Chief Officer should ask the person at the front counter to contact the staff member or Chief Officer by phone to alert them that their appointment is in the lobby. If the individual does not have a City ID card in their possession,

the staff member or Chief Officer will meet the individual or arrange for an escort into the building. The visitor will sign the sign-in log. If the individual has a City ID card **in their possession**, the front office personnel will contact the staff member or Chief Officer and advise that their appointment is in the lobby. The staff member or Chief Officer will arrange for access into the building.

Any individual requiring access to the EMS building for a training class but does not have a City ID card in their possession, shall be asked to show a photo ID card to the front office personnel. The front office personnel shall verify the individual is on the roster for the class. Once verified, the individual is to sign the visitor sign-in log and then be allowed entry into the building. If the individual is not on the roster, the lead instructor or designee for the class will be contacted to verify approval to take the class. If not approved, the individual will not be allowed entry. If approved, the individual will be allowed entry after signing the visitor sign-in log.

Any Individual unwilling to comply with providing a City of Virginia Beach issued ID card or refuses to cooperate with front office staff or Lead Instructor verification, shall not be allowed entry past the controlled access lobby door. A Chief Officer shall be notified to intervene, as necessary.

The Office Manager, lead instructor, or a Chief Officer may, at his or her discretion, amend the above procedure in certain circumstances to allow passage for an individual without ID.

This policy shall become effective upon the approval of the Chief of Emergency Medical Services.

APPROVED:

EMS Chief

Date

Originated 8/25/2019

Revised