



## 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**,

