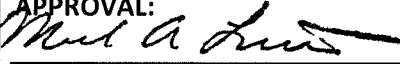


IDENTIFICATION BADGE PROCESS	APPROVAL:  Mark A. Lauretti, Mayor	August 20, 2024
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**CITY OF SHELTON
SECURITY POLICY**

The City of Shelton has established the following Security Policy to ensure the safety and security of municipal buildings, employees, and the public. This policy outlines procedures for securing buildings against unauthorized entry and managing situations involving hazardous materials.

PURPOSE

The policy is designed to:

- Secure municipal buildings to prevent unauthorized access.
- Manage situations involving hazardous materials.
- Designate safe evacuation routes when necessary.

Notification and Coordination

- Police Department and Designated Employee Notification: In the event of a potential threat, the Police Department and a designated building employee will be notified.

Level 1 Security

1. **Notification:** An intercom announcement will instruct to “Secure the Building.”
2. **Actions:**
 - The building custodian or designee will lock all exterior doors to prevent unauthorized entry.
 - All individuals inside the building will be asked to remain inside until police arrive.
 - As designated in the fire evacuation policy, the Floor Captain will assume floor monitoring duties.
3. **Duration:** Level 1 Security will remain in effect until a public safety official determines there is no longer a threat.
4. **Communication:** The person in charge of the building will communicate any changes to the security level.

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Level 2 Security

1. **Notification:** An intercom announcement will instruct to “Secure Your Office.”

2. **Actions:**

- Employees will secure their offices by staying inside and locking their doors.
- Each Floor Captain will sound an audible alarm with three blasts to alert employees of Level 2 Security.
- This level allows police to address the threat with minimal exposure to employees and the public or to announce the safest exit routes to avoid exposure to threats or hazardous materials.

3. **Duration:** Level 2 Security will remain in effect until a public safety official determines otherwise.

4. **Communication:** The person in charge of the building will communicate any changes to the security level.

GENERAL PROCEDURES

- **Calmness and Compliance:** Employees should remain calm and await instructions from public safety officials before leaving the building.

This policy ensures a coordinated response to security threats, protecting personnel and the public.