

Sure, here's an example of a "Post Order" for a security guard at an office building:

Post Orders for ABC Office Building Security

Post Name: Main Lobby Security Guard

Date: July 15, 2024

Supervisor: Mark Errington, Security Manager

1. General Duties:

- Maintain a visible security presence in the main lobby.
- Greet and assist visitors, ensuring they sign in and out.
- Monitor surveillance cameras and alarm systems.
- Conduct regular patrols of the lobby area and immediate surroundings.
- Report any suspicious activity or security incidents to the Security Manager.

2. Emergency Procedures:

- Fire Alarm:
 - Immediately activate the building's fire alarm system.
 - Assist in the evacuation of the building according to the fire evacuation plan.
 - Contact the fire department at 911 and notify the Security Manager.
- Medical Emergency:
 - Call 911 and provide the dispatcher with details of the emergency.
 - Administer basic first aid if trained and necessary.
 - Notify the Security Manager and complete an incident report.
- Security Breach:
 - Secure the immediate area.
 - Notify the Security Manager and local law enforcement if necessary.
 - Document all details of the breach in an incident report.

3. Access Control:

- Verify the identity of all visitors and issue visitor passes.
- Ensure that all employees use their access cards when entering the building.
- Deny access to unauthorized individuals and report any attempts of unauthorized entry.

4. Patrol Routes and Schedules:

- Conduct patrols of the main lobby every 30 minutes.
- Inspect all entry and exit points, including emergency exits.
- Check for any safety hazards or security vulnerabilities.
- Document patrols in the logbook with time stamps and observations.

5. Reporting Procedures:

- Fill out incident reports for any unusual or suspicious activities.
- Log all visitors and deliveries in the visitor logbook.
- Submit a daily activity report to the Security Manager at the end of each shift.

6. Communication Protocols:

- Carry the assigned radio at all times while on duty.
- Use radio code “10-4” to acknowledge messages and “10-20” to indicate location.
- Contact the Security Manager immediately if assistance is needed.

7. Post-Specific Instructions:

- Monitor the building’s HVAC and electrical systems for any alarms or issues.
- Ensure the lobby area is kept clean and free of obstructions.
- Assist in the setup and breakdown of equipment for scheduled events in the lobby.

8. Dress Code and Conduct:

- Wear the full uniform, including the badge and identification, at all times.
- Maintain a professional demeanor and be courteous to all building occupants and visitors.
- Adhere to the company’s code of conduct and confidentiality agreements.

9. Key Control:

- Manage and secure the key box located at the security desk.
- Issue keys only to authorized personnel and log each transaction.
- Conduct a key inventory at the start and end of each shift.

10. Client-Specific Requirements:

- Assist the building management with any special requests or requirements.
- Follow any additional instructions provided by the building's facilities manager.

11. Safety Protocols:

- Adhere to all health and safety guidelines, including wearing personal protective equipment (PPE) as required.
- Report any safety hazards immediately to the Security Manager.

Signature of Security Guard: _____

Date: _____

This example provides a comprehensive overview of the duties, procedures, and expectations for a security guard stationed in the main lobby of an office building.

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