**Title**: **2110 Building Security/Emergency Procedures**

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|  | **2110 Building Security/Emergency Procedures**  Employees are expected to reasonable safeguard the workplace. Each employee can help prevent a disaster by observing all building security and emergency notification and evacuation procedures. Each diocesan location must collaborate with the diocesan Facilities Director to create documented building security and emergency procedures to address emergencies such as natural or man-made disasters, fires, or bomb threats, The establishment of emergency procedures must be coordinated with local fire and police officials under the direction of the diocesan Facilities Director.  Due to the importance of maintaining the security of diocesan locations, an employee who fails to follow building security and emergency procedures may be subject to corrective action up to an including termination. |