

# SOP Template: Unlock All Entry Points and Disable Security Alarms

This SOP describes the procedure to **unlock all entry points and disable security alarms** to ensure authorized access while maintaining safety protocols. It includes steps for verifying authorization, systematically unlocking doors, and safely disabling alarm systems to prevent false alerts, ensuring a secure and controlled environment during operational hours.

## 1. Purpose

To provide a standardized process for unlocking entry points and disabling security alarms at the start of operational hours, ensuring only authorized personnel have access while maintaining safety and security.

## 2. Scope

This SOP applies to all authorized facility personnel responsible for opening the site and managing security controls.

## 3. Responsibilities

- Only **authorized personnel** may unlock entry points and disable alarms.
- All activities must be logged and reported as per standard facility procedures.

## 4. Procedure

1. **Pre-Entry Verification**
  - a. Verify personal identity and authorization via badge, keycard, or access code.
  - b. Check the access schedule to confirm the opening time and personnel assigned.
2. **Approach Security Panel**
  - a. Inspect the perimeter for unusual activities or tampering before entry.
  - b. Notify another authorized staff member or supervisor prior to disabling alarms.
3. **Disable Security Alarms**
  - a. Enter the authorized access code at the security alarm panel.
  - b. Confirm deactivation via panel indicator or system notification.
  - c. **If the panel indicates a fault or alert, contact security immediately before proceeding.**
4. **Unlock Entry Points**
  - a. Systematically unlock each designated door/gate using authorized method (keycard, FOB, manual override).
  - b. Confirm each entry point is unlocked and operational.
  - c. **Ensure emergency exits remain accessible but alarmed as required by safety protocol.**
5. **Final Check**
  - a. Walk through the facility to ensure all access points are appropriate for operational status.
  - b. Log entry, time, and status of each alarm and entry point in the Security Logbook.

## 5. Safety & Security Notes

- **Never share access codes or keys with unauthorized persons.**
- Do not attempt to disarm alarms or unlock entry points if unauthorized or if there are signs of break-in.
- Always report suspicious activity to site security or law enforcement immediately.

## 6. Documentation

Record all actions in the facility Security Logbook, including:

- Date and time of procedure
- Name and signature of personnel
- Any incidents or abnormalities detected

## 7. References

- Company Security Policy
- Emergency Procedures Manual
- Facility Map and Entry Point List

# Revision History

Version	Date	Description	Author
1.0	2024-06-23	Initial creation	Admin