

OPENING PROCEDURES:

OBJECTIVE: to allow the XXX Dispensary Facility to open at the posted times as a clean, fully staffed dispensary.

- A. XXX employees with authorization to disarm the XXX Dispensary Facility alarm are:
- Dispensary Manager
 - Office Manager
 - Dispensary on Duty
 - Security Director
- B. XXX Dispensary Facility will be disarmed up to 30 minutes prior to posted opening time prior to prepare for business day.
- C. The first XXX employee to arrive will disarm the central alarm, using their individual employee code. This code is private and assigned to one individual. The only person with access to all assigned alarm codes is XXX Security Director, NAME, PHONE NUMBER.
- D. In the event of an attempted robbery, the arriving employee will enter a “panic” code into the central alarm system. This will notify the local police that a robbery is in progress. All XXX employees are instructed to fully cooperate with all robbers and try to remember things which may help police to identify the assailants. further training see security plan with panic/ emergency layout
- E. After central alarm is disarmed, XXX employees should proceed to Opening Day Checklist.
- F. No patients are allowed to enter the XXX Dispensary Facility until start of business day, 10am.

OPENING CHECKLIST

1. turn on all lights in XXX Dispensary Facility
2. clean any debris located in the front of the facility or on the floor of the dispensary facility
3. XXX Dispensary disarm vault.
4. only XXX Dispensaries may disarm vault. Only XXX technicians and Dispensaries are allowed in the vault at any time.
5. at all times the XXX vault is disarmed, the “day lock” gate will remain closed and locked.
6. register drawers are removed from the vault and placed in assigned registers.
7. login to computer software on all computers. If software fails to run, please continue trying and contact IT support.

Name support contact

Company Name

Cell #

Alternate contact number

7. XXX Dispensary Facility will open no later, and no earlier, than clearly posted hours. If, for any reason, XXX is unable to open on time, the Dispensary Manager will clearly post when XXX will re-open.
8. XXX employees will assure that there are no suspicious persons lingering around the XXX Dispensary Facility before opening for business.
9. Reception will retrieve voicemail messages and relay to appropriate people
9. Voicemail retrieval system will be turned off promptly at 10am.
10. Once checklist is completed, XXX will open for business promptly at 10am.
10. Any security issues requiring assistance, please contact the Security Director:

NAME

EMAIL

CONTACT PHONE NUMBER

