



POST ORDERS

(AMS) American Mathematical Society

201 Charles St.
Providence, RI 02904

ARRIVAL

Text Ness Dispatch or call (401) 725-1500 (press 0)

DARS and Incident Reports are located on the Employee Website.

<https://sites.google.com/nes.solutions/nesssolutions-employee-site/company-specific-dars>

You need to install the ProxiGuard App. Either from Apple for IPHONE or Google Play store for Androids. Make sure your NFC function is turned on. Contact Dispatch for the PIN# and Password. After you login, hit start do not hit finish until the end of your shift.



Proxiguard Live Guard Tour

Terracom S.A.

3.8★
24 reviews

5K+
Downloads

E
Everyone

Install

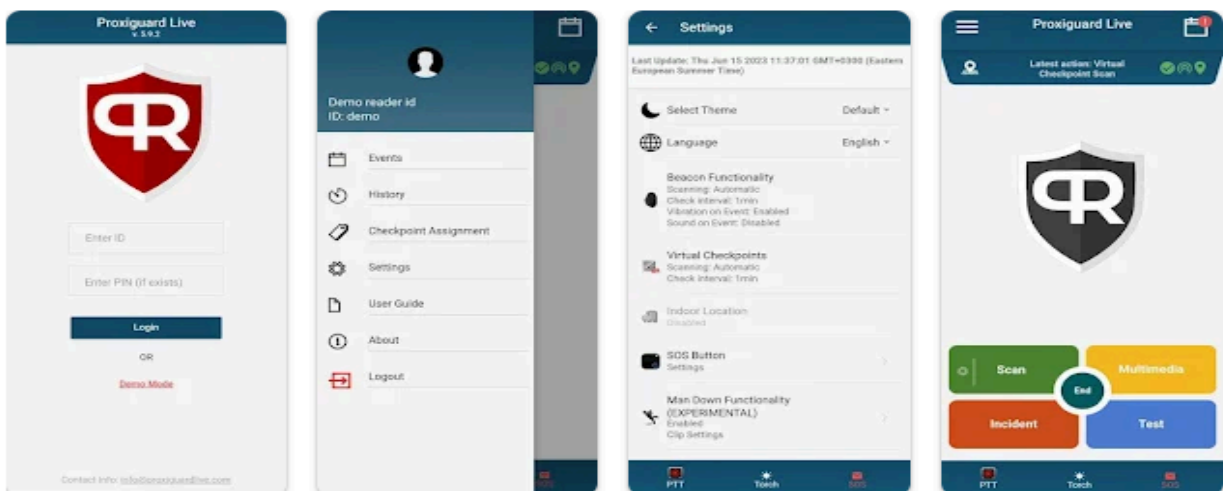


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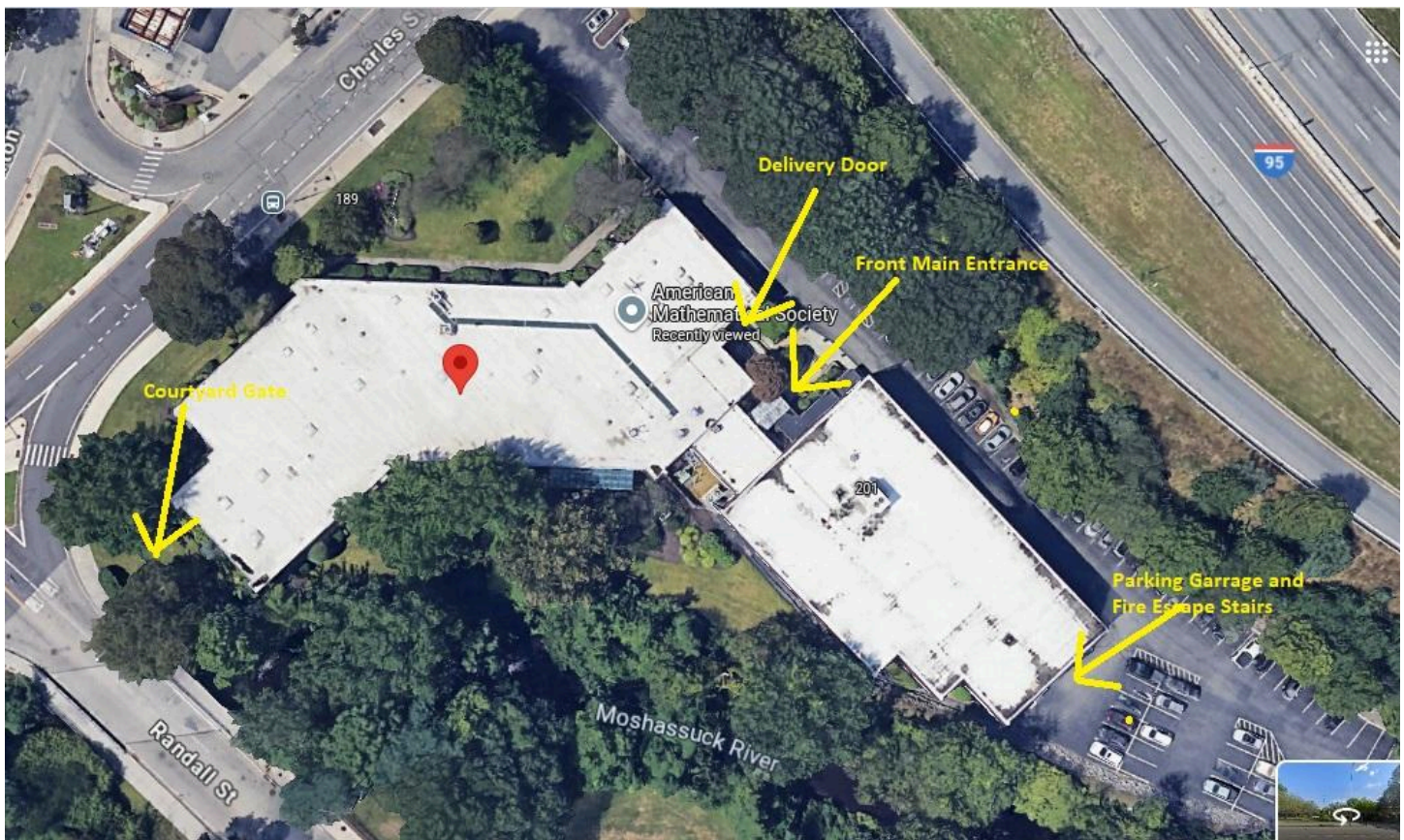
This app is available for your device



DURING THE ENTIRE SHIFT

- Park your vehicle across from the entrance, facing the building.
- Go inside and let the staff know that you are on site. (Weekdays M-F)
- 4pm to 6pm stand outside of your vehicle, so employees exiting the building can see you.
- Watch them go to their vehicles (For Safety)
- 6pm - 8pm Patrol the exterior of the building.
- No homeless or trespassers allowed on the property.
- After arriving and communicating with Dispatch you can start a Guard Tour, there are 4-NFC (weekend Guards) tags located at this site, which you are required to scan every hour.
- Weekday Guards just hit the start button on Proxiguard and end at the end of your shift.

Aerial Map Of Building and Tag Locations for weekend Guards.



END OF SHIFT

You Must submit a Daily Activity Report (DAR) due at the end of your shift and log out of the Proxiguard app. It shall include times you did a tour. Other items to document include any contractors on site and the times they arrived and departed. Any Emergencies call 911 or If Police, Ambulance or Fire Department respond, you must immediately notify dispatch and also do an Incident Report. Text Dispatch.

Guards are NEVER to call Maintenance, Property Management, or the towing company. If it is an Emergency, please contact dispatch to make the call.

Providence Police Department (401) 272-3121