

Checklist for Exceptional Cases to the Time-Delayed Safes Policy

Alternative measures for Community Pharmacies

Overview

The purpose of the time-delayed safe and accompanying signage is to deter armed robberies by increasing the effort involved to gain access to narcotics. These robberies rely on the perpetrators getting in and out quickly and the opportunity that the narcotics and/or safe are readily accessible. Although uncommon, exceptional situations may arise where the pharmacy's existing infrastructure will not meet the time-delayed safe and signage described in the Policy and alternative security measures are implemented. These must meet or exceed the security afforded by the requirements as written in the policy to meet the Standards of Operation.

Purpose

This checklist is used by the College's Community Operations Advisors to determine whether the alternative security measures employed in these situations meet or exceed the College's requirements. Designated Managers may use this checklist as a self-assessment tool when applying for a Certificate of Accreditation for a Community Pharmacy along with the [Checklist for Opening a New Pharmacy](#).


Licensed Dealer Requirements	
A	<input type="checkbox"/> Y <input type="checkbox"/> N Do you hold or intend to apply for a Dealer's License from Health Canada? If no, proceed to Section B.
	<input type="checkbox"/> Y <input type="checkbox"/> N Is the level of security of the vault Level 3 or higher? If no, proceed to Section B.
	<input type="checkbox"/> Declare that requirements are met; checklist is complete.
	<i>Signage should be displayed near the other required signage for a pharmacy, however, the exterior sign may be displayed immediately after entering accredited area or where acceptable for Health Canada.</i>
Additional Floor Plan Requirements	
B	<input type="checkbox"/> Y <input type="checkbox"/> N Are there at least 2 secured doors ¹ installed between each exterior entrance to the building and the door to the vault where narcotic inventory is stored in the dispensary? (include the exterior door, but not the door to the vault)
Alternative Measures for Time-Delay Requirement on Safe	
C	<input type="checkbox"/> Y <input type="checkbox"/> N Do any of the secured doors have a time-delayed feature that can be set to a minimum of 5 minutes? If no, proceed to next question.
	<input type="checkbox"/> Y <input type="checkbox"/> N Does it take at least 5 minutes to bypass the secured doors between each exterior entrance to the building and the door to the vault where narcotics are stored in the dispensary? If no, a time-delayed safe is required. If yes, proceed to Section D.
Alternative Measures for Safe Requirements: Secure room ("vault"; refer to Table on page 2)	
D	Describe the vault (room) where narcotic inventory is stored.
	Walls:
	Door and locking mechanism:
	Equipment inside (safe, locked cabinet, cage with padlock, etc.):
	Alarm:
	Other security measures in use. (optional)

¹A secured door remains locked and can only be opened via key, keypad, swipe card, biometric, etc.

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Level 1 and 2 do not meet policy requirements and a TDS must be installed.

LEVEL	Vault or room inside dispensary	Walls	Door	Safe (for licensed dealers)
1	Must be locked and in an area of no public access.	-	-	Cupboard, refrigerator, a drawer in a steel cabinet secured with an approved padlock fastened to the floor or wall
2	Must be locked and in an area of no public access. Alarm to sound locally if unauthorized access attempted.	-	-	Steel cabinet or refrigerator secured with an approved padlock fastened to a wall or floor in such a manner that it is not moveable.
3	Must be locked and in an area of no public access. Alarm to sound locally if unauthorized access attempted.	Constructed of 10 cm (4") minimum cement block or equivalent*, from structural floor to structural ceiling (no drop ceilings)	Solid core wood or hollow metal. Windows in door are not permitted. Locking device (dead bolt) must penetrate the door frame at least 1.25 cm or be a vertical throw type lock (that rotates up into the frame). Metal frame grouted in the area of the strike plate. Wood frame blocked in the area of the strike plate complete with a high security strike. Three 1-1/2 pair butt hinges; no removable pins/non-rising if the door has an outswing. 	Minimum U.L.C. type "D" (350 – 1) anchored to the floor, located in a locked cupboard or room. If the safe is located in a metal cage, it must meet the requirements outlined in Appendix D .
4	Must be locked & in an area of no public access. The room must be equipped with a detector which will indicate when there is an unauthorized attempt to open the door.	Constructed of high density concrete block 15 cm (6") thick with cores filled with type "M" mortar or poured concrete walls 10 cm (4") at 20.7 MPa (3000 lb/in ²) minimum.	1.2 mm (18 gauge) hollow metal door with a 1.5 mm (16 gauge) metal frame. Grouted or blocked in the area of the strike plate. Locking device must penetrate the door frame at least 1.25 cm or else be a vertical throw type. Not to be on a master key system.	U.L.C. rating of class A, B, or C (350-4, 350-2, 350-1) in a room under a lock and key system. If the safe is located in a metal cage, it must meet the requirements outlined in Appendix D . Safe must be anchored to the floor in such a manner that it cannot be removed without first opening the door.

Adapted from: <https://www.canada.ca/en/health-canada/services/drugs-medication/cannabis/laws-regulations/regulations-support-cannabis-act/directive-physical-security-requirements.html#a5>

*"Laminates" –materials such as cement blocks, plywood, steel mesh, polycarbonates, etc., sandwiched together – can be used to offer a level of attack resistance which is at least equal to that of traditional poured cement or cement block.