

ADMINISTRATIVE PROCEDURE NO. 502

DIVISIONAL BUILDING SECURITY

Background

With the extensive use of school buildings by students and members of the community, it is essential to develop procedures that will provide the best protection of all buildings at those times when they are not in use.

Procedures

1. The following procedures shall apply to the care and distribution of keys/swipe cards to Divisional facilities:
 - a. Only employees of the Division, or Board-designated security personnel, may have a key/swipe card to a given building, or buildings;
 - b. No employee of the Division is authorized to give their key/swipe card to a Divisional building to anyone – including students;
 - c. The principal shall requisition from the Facilities Manager the keys/swipe cards needed for distribution to staff who require access to the building; *2 weeks advance notice required.*
 - d. The Facilities Manager shall distribute keys/swipe cards to principals/designate to distribute to employees requiring access to specific buildings;
 - e. The principal or designate shall keep a record of all keys/swipe cards distributed, with the names of all staff that have received a key/swipe card in a given year. The record of all key/swipe cards must be made available to the Facility Manager for inspection/verification upon request;
 - f. The principal shall collect all school keys/swipe cards from any staff member leaving the staff of the school;
 - g. Any school staff member that has been issued a key/swipe card is responsible for that key/swipe card, and, in the event of loss or misplacement of the key/swipe card, must report the incident immediately to the principal, who shall immediately inform the Facilities Manager. A replacement fee is required to offset the cost of rekeying a facility. This cost may vary depending on building size; and

- h. Key or swipe cards must not be easily identifiable to a facility. No labelling or names on lanyards.
2. The principal shall be responsible for the securing of the school at the end of the regular school programs each day which includes:
 - a. Having all school personnel close and lock all windows and roll shutters before leaving their classrooms or workstations at the end of the school day;
 - b. Having all school personnel lock all classrooms, workstations, or storage doors before leaving the school at the end of the school day;
 - c. Ensuring that all outside doors to the school are locked prior to leaving the school; and
 - d. Ensuring that all garages, sheds and fenced compounds and other facilities on the property are locked prior to leaving the school.
 3. Security guidelines for buildings used by community groups shall be as follows:
 - a. No user group shall be issued a key/swipe card to a Divisional building without authorization from the Facility Manager;
 - b. The Board shall provide a designated School Host to open a school building for use by an authorized outside group. The School Host shall be responsible for securing the building immediately following the group activity;
 - c. The designated school host may be an employee of the Board who is a member of the user group, or a volunteer coach of a Divisional school team, as well as paid security officers under contract to the Board;
 - d. The designated School Host shall not allow any member of a user group to “block open” an outside door of the building to accommodate latecomers; and
 - e. The Board may refuse future use of Division buildings to any individual or group refusing to conform with the Board procedures with respect to security.
 4. Guidelines for the use of intrusion alarms shall be as follows:
 - a. The principal shall arrange with the Facilities Manager the hours when the alarm shall be set automatically for the school;
 - b. The principal shall be responsible for informing all school personnel of the “armed” hours for the school; and

- c. All staff are supplied with a security code/card and are required to use it when entering a building during the armed hours, and re-arm the security when leaving; and
- d. All security events and expenses that are a result of user error will be the responsibility of the school.