

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 to Divisional facilities:
 - a. Only employees of the Division, or Board-designated security personnel, may have a key to a given building, or buildings;
 - b. No employee of the Division is authorized to give their key to a Divisional building to anyone – including students;
 - c. The principal shall requisition from the Facilities Manager the keys needed for distribution to staff who require access to the building;
 - d. The Facilities Manager shall distribute keys to principals/supervisors to distribute to employees requiring access to specific buildings;
 - e. The principal shall keep a record of all keys distributed, with the names of all staff that have received a key in a given year;
 - f. The principal shall collect all school keys from any staff member leaving the staff of the school;
 - g. Any school staff member that has been issued a key is responsible for that key, and, in the event of loss or misplacement of the key, must report the incident immediately to the principal, who shall immediately inform the Facilities Manager; and
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 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; and

- c. Ensuring that all outside doors to the school 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 to a Divisional building;
 - b. The Board shall provide a designated security officer to open a school building for use by an authorized outside group. The security officer shall be responsible for securing the building immediately following the group activity;
 - c. The designated security officer 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 security officer 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 and are expected to use it when entering a building during the armed hours, and re-arm the security when leaving.