



AP 534 – SECURITY OF BUILDINGS

BACKGROUND

The Division recognizes the need to provide for the security of its buildings and property. The Director will establish procedures to protect such property.

PROCEDURES

1. Detection: Intrusion detection systems shall be installed and operated in schools and in other buildings owned by the Division as a deterrent to unauthorized entry.
 - 1.1. Intrusion detection systems shall be improved, expanded, and upgraded as experience dictates and within budgetary provisions.
 - 1.2. The Manager of Maintenance and Operations shall be responsible for the coordination and operation of the intrusion detection systems, and will act as a liaison between the security monitoring, security service and the guard service, in order to ensure optimum protection.
 - 1.3. The Principals, in consultation with their caretaking staff, shall be responsible for informing the Manager of Maintenance and Operations of additional coverage required or any site-based changes that may affect the overall building security.
2. Locking systems shall be designed to provide a maximum degree of security. Upgrading of locking systems shall be carried out under a well-planned systematic program designed to improve security on a long-term basis.
 - 2.1. Keys for the removable core locking system shall bear the mark “Do Not Duplicate.” The Manager of Maintenance and Operations shall arrange for duplicate keys to be provided when required.
 - 2.2. Generally locking systems shall be designed so that exterior access is controlled through the main entrance or parking lot door only. Requests for additional access must be submitted in writing to the Manager of Maintenance and Operations.
3. Security Codes and Passwords
 - 3.1. The overall responsibility for the distribution of security codes to the appropriate personnel throughout the school division is the responsibility of the Manager of Maintenance and Operations.
 - 3.2. It is the responsibility of the school principal to issue the security code number and password to any teacher or other school-based staff member under their direct supervision to allow for after-hours access to the school or satellite school. Department managers shall be responsible for issuing to any employee under their supervision, a security code number and password. The Manager of Contracted Services or the Manager of Maintenance and Operations shall be responsible for issuing to any contractor hired to do work for the school division a security number and password. The Manager of Maintenance and operations shall issue to Early Learning Centres, a security code and password for after-hours access to their leased space. The Director of Education, or designate, shall be responsible for issuing to the



Education Centre employees a security code and password for the after-hours access to the Education Centre.

- 3.3. Under no circumstances is a security code or password to be given out to a non-school division person other than those contracted to do work for the school division.
4. Key distribution shall be controlled in accordance with the following:
 - 4.1. Keys shall be issued only to employees of the division. The exception will be contractors who will put a deposit down for the keys and offered a refund upon their return.
 - 4.2. Keys shall not be loaned to students or unauthorized persons under any circumstances. Students may be admitted to school premises after normal school hours only under the supervision of a school staff member and with the knowledge and approval of the school Principal.
 - 4.3. Entry to school premises outside regular school hours, as required by contractors may be arranged by facilities management staff. When contractors require access to the school during the summer, the school shall protect their valuable possessions and electronics in a separate room secured by a lock requiring a unique key. The lock will be changed back once school is in regular session.
 - 4.4. The authority for the distribution of keys shall be as follows:
 - 4.4.1. Principal to school staff members.
 - 4.4.2. Manager of Maintenance and Operations to caretaking personnel.
 - 4.4.3. Manager of Maintenance and Operations to maintenance personnel.
 - 4.4.4. Superintendent of Facilities or designate to central office personnel and to all holders of grand master keys.
 - 4.5. Distribution of keys to school staff members shall be restricted to the following:
 - 4.5.1. master keys to exterior and interior doors shall be issued to the Principal and assistant/vice Principal(s).
 - 4.5.2. exterior entry door keys may be issued to staff members on request at the discretion of the Principal.
 - 4.5.3. classroom keys may be issued to staff members via the Principal.
 - 4.5.4. keys to specialty areas may be issued to staff members at the discretion of the Principal.
5. The individuals responsible for key distribution shall be accountable for maintaining a record of keys and their distribution. These authorities shall maintain two inventories - one showing keys assigned for internal distribution and the other showing assignment of keys to staff members.
 - 5.1. The individuals responsible for key distribution shall verify in June of each year that all keys are accounted for in accordance with records. Exterior keys may be re-assigned to those personnel who require them after normal caretaking hours during the summer recess. This audit shall be forwarded to the Manager of Maintenance and Operations.
 - 5.2. All staff members shall return keys issued to them before reassignment or termination.



- 5.3. Lost or missing keys shall be reported to the individual responsible for distribution, who will notify the Manager of Maintenance and Operations of the loss. The Manager of Maintenance and Operations will arrange for continued building security.
6. The individual responsible for key distribution shall conduct an ongoing education program with staff members to emphasize the responsibility for building security. This program should receive particular emphasis at the beginning of each school year to ensure that new staff members are aware of security problems and requirements.

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