

## **802 Security of Buildings, Grounds, and Other Property**

Revised: September 25, 2001

### **Policy**

Recognizing its significant investment in buildings, grounds, supplies and equipment, the Board delegates to the Secretary-Treasurer authority for the organization of the security for the School District's assets.

### **Administrative Procedures**

#### ***Security of District Buildings***

Each building in the School District has two levels of security: locks on exterior doors and an intrusion/fire alarm system. Responsibility for securing a building lies with the duty custodian. When no custodian is on duty, then the supervising administrator is responsible for building security.

The duty custodian is responsible for arming the intruder alarm system before leaving, except when the supervising administrator has authorized another employee to remain behind. In that case, the employee is responsible for securing the building and arming the system.

Employees requesting access to the building at times when the custodian is not on duty must have the approval of the supervising administrator. Unaccompanied access to a building by persons other than employees is not normally permitted. In exceptional circumstances, the supervising administrator may permit such access, but the supervising administrator remains responsible for building security and the proper disarming and arming of the alarm system.

Each supervising administrator shall maintain a register recording the names of all individuals to whom keys to a building's exterior doors have been issued. The supervising administrator shall also ensure that a record is kept of all persons to whom an entry alarm code is issued. This list shall be submitted to the Director of Facilities and Planning.

#### ***Intruder Alarms***

- If no identifying telephone call is received within two minutes of an alarm sounding, the monitoring agency will notify the R.C.M.P. who will dispatch an officer to the alarm location
- The monitoring agency will then notify a designated Board employee who will proceed immediately to the alarm location and determine the cause of the alarm
- After investigation and necessary action by the R.C.M.P. and Board employee, the building will be secured and the intrusion alarm reset
- The attending Board employee will leave a written report at the school and will also verbally report to the monitoring agency
- At the beginning of the next working day, the monitoring agency will report the incident to the School District

### ***Fire Alarms***

In an occupied building:

- The monitoring agency will notify the appropriate municipal fire department via the direct line
- The supervising administrator will proceed with the pre-determined evacuation plan and attempt to determine the cause of the alarm
- If the alarm is false, the supervising administrator will inform the monitoring agency which will inform the fire department
- In the case of a fire, the monitoring agency will notify the central Board administration

In an unoccupied building:

- The monitoring agency will notify the appropriate municipal fire department via the direct line
- The monitoring agency will notify a designated Board employee who will proceed to the location and determine the cause of the alarm
- If the alarm is false, the Board employee will take steps to rectify the situation and reset the alarm
- In the case of a fire, the monitoring agency will notify previously-determined Board personnel

### ***Reports of Damage/Loss to Buildings, Grounds or Equipment***

The supervising administrator of a building shall report to the Secretary-Treasurer on the appropriate form any significant damage to or loss of School District assets.

The supervising administrator shall also notify the R.C.M.P. of any incident of breaking and entry and of thefts or suspected thefts of assets with a value of over \$500.