

Administrative Procedure 542

SECURITY OF BUILDINGS

Background

The Division has the authority to provide and maintain adequate real and personal property for its administrative and educational purposes. Because of the large investment in school and Division buildings, equipment, furniture and supplies and the need to protect the confidentiality of personal and administrative files, it is incumbent on the Division to ensure the security of all its premises.

The Division will ensure that practices and mechanisms are in place that will ensure the security of its schools and other facilities.

Procedures

1. Beyond building code requirements, the Division will provide, where feasible, alarms that will ensure the security of its buildings (i.e. security alarms, mechanical alarms, panic alarms, etc.).
2. The Superintendent will ensure that a program on security consciousness is implemented in the Division.
3. The Superintendent may develop additional procedures to deal with specific aspects of security (i.e. key control, vandalism, computers, etc.).
4. The Principal shall be responsible for the security of the school.
5. The Superintendent will designate an individual to be responsible for security for each facility other than schools.
6. The person designated to be responsible for the security of a building will develop a set of security procedures and will ensure that all persons within the facility are knowledgeable of the procedures. Issues such as locking of windows, interior and exterior doors, work stations, storage rooms, cabinets containing confidential or sensitive material, etc., are to be addressed by the procedures.
7. The security procedures at each facility are to be filed with the office of the Superintendent.
8. A log book containing the names of people holding keys to the facility and a description of the key (i.e. room key, master key, grandmaster key) must be maintained by the designated person at the facility.
9. If a key holder provides access to a facility to another person or group, then the key holder is responsible and accountable for the security of the facility.

10. If the security of a facility is breached by an employee (i.e. lost key) the Superintendent may assess costs to the employee to cover time and/or materials to repair the breach in security.
11. If the security of a facility is breached by a non-employee, the Superintendent may seek recovery of the costs through the courts.

Reference: Section 33, 52, 53, 68, 196, 197, 204, 222, 225, 256 Education Act