

Administrative Procedure 544

BUILDINGS AND GROUNDS SECURITY

Background

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

Procedures

1. The Principal in conjunction with the Director of Facilities has the authority to develop, implement and monitor a school and grounds security plan to prevent vandalism, theft, and unlawful intrusion.
2. The Principal will review a copy of the floor plan and the site plan with the Director of Facilities by the end of October and identify any changes that may have occurred. Plans will then be edited by the Facilities Department.
3. The Principal is responsible for the distribution and collection of all keys and FOBs for his/her school building.
4. Once a key or FOB is assigned, the keyholder will accept full responsibility and must always be in control of the key. Loaning out of a key is prohibited.
5. Division ID badges must not be stored with Division keys and FOBs while left unattended (vehicle, home, cottage, etc.)
6. All lost or stolen keys and FOBs will be reported to the Facilities Technician for immediate action.
7. Any costs incurred as a result of a lost or stolen key or FOB, will be the responsibility of the applicable school or department.

Reference: Section 20, 27, 60, 61, 113, 116 School Act