

## Administrative Procedure 543

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### SECURITY OF BUILDINGS

#### Background

The School Act gives unto the Division the authority to provide and maintain adequate Division 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 upon 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; e.g., 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 principal shall be responsible for the security of the school.
4. The Superintendent shall designate an individual to be responsible for security for each facility other than schools.
5. 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, workstations, storage rooms, cabinets containing confidential or sensitive material, etc., are to be addressed by the procedures.
6. The security procedures at each facility shall be filed with the Office of the Superintendent.
7. A log book containing the names of people holding keys to the facility and a description of the key (door, room, master, etc.) must be maintained by the designated person at the facility.
8. 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.
9. If an employee breaches the security of a facility, e.g. lost key, the Superintendent may assess costs to the employee to cover time and/or materials to repair the breach in security.

10. If a non-employee breaches the security of a facility, the Superintendent may seek recovery of the costs through the courts.

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