



## BUILDING SECURITY

### POLICY STATEMENT 452

Category: Finance and Administration

AUTHORITY:	Education Act, Section 28(2)(c)	EFFECTIVE:	Nov. 12, 1998
RESPONSIBILITY:	Facilities Manager Principal	REVISED:	September 1, 2018

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#### **Policy Statement**

The Superintendency regards building safety as a high priority.

- 452.1 A list of emergency contact names and phone numbers shall be compiled by the District Facilities Department each school year in September.
- 452.2 The Principal shall ensure that sufficient school personnel are listed to ensure that contact can be made in an emergency situation (after hours security alarm, fire alarm etc.) It is recommended that, where feasible, the Principal and vice-Principal are identified as initial contact persons. Upon receiving a call, one staff member shall go to the school and wait for a member of the police or RCMP before entering the building.
- 452.3 The staff member responding to an alarm call shall ensure that the details of the alarm, including: date, time, whether fire or security, location/zone and details (cause, findings...) are recorded on the Anglophone East School District Alarm Report Form (Appendix A). The Principal shall forward this form by the end of the next working day to the Facilities Manager. In the case of an emergency situation, the Principal shall contact the Facilities Manager.
- 452.4 It is recommended that during school hours all doors except the front door remain locked.
- 452.5 After school hours, the principal shall ensure that all doors are locked with controlled access for community or school use.
- 452.6 The Principal shall be responsible for maintaining a master list of security codes and keys, indicating to whom they have been assigned and the date issued and must be securely maintained in the school office. Principals shall be responsible for collecting keys and deleting security codes for staff no longer employed at their school.
- 452.7 Staff entering the building on weekends or anytime when custodians are not present are responsible for the security of the school building. Costs associated with false alarms due to staff entering and exiting the school may be charged back to the school.

## ALARM REPORT

**SCHOOL:** \_\_\_\_\_

**MONTH:** \_\_\_\_\_

[illegible]

When responding to an alarm, resetting a false alarm, testing or having a fire drill, fill in the details above. Replace forms monthly and forward to the Facilities Manager at the District Office or fax to 856-3224.