Administrative Procedures 608

FACILITIES SECURITY

Background

The Superintendent of Facilities is responsible for the control, the allocation, and the provision of all keys, locks, and securities. In each school, the principal will be responsible to follow the procedures outlined below. In Division-owned non-school facilities, i.e., Bus Maintenance Facility, Education Centre, the appropriate Manager or administrator is responsible. All re-keying of schools and other Division-owned facilities will be handled by the Facilities Department.

Procedures

The key allocation shall be as follows:

1. Grand-Master Keys
   All Grand Master keys are kept secure by the Superintendent of Facilities.

2. Master Key
   Master keys for school buildings shall be allocated in the following manner:
   - 2.1 Principal and vice-principal;
   - 2.2 Head caretaker;
   - 2.3 Maintenance personnel;
   - 2.4 Principals' offices will be keyed to allow access to only principal master key and grand master keys.

   Logs of key distribution will be maintained on an annual basis by the principal.

3. Submaster keys
   - 3.1 Teacher Use -teachers shall be issued keys that would provide:
     - 3.1.1 Entrance to the school and;
     - 3.1.2 To their particular area.
   - 3.2 Community use - keys shall be issued to user groups by the principal. A key deposit shall be required for all user groups.

4. Lost Keys
   Lost keys must be reported immediately to the Superintendent of Facilities who will determine course of action i.e.: re-keying.

5. Security Alarms
   All Division facilities have security systems. All staff and user groups have individual access codes which are managed by the Facilities Department.

   Prior to school start up, new hires and staff relocations must be communicated to the Superintendent of Facilities to ensure staff has access to their place of work.

   Superintendents responsible for human resources will provide this information to the Facilities Department in late spring or early summer.

6. Video Surveillance systems
   The Superintendent of Facilities is responsible for installation and management of video surveillance systems in all Division facilities.

Reference: Section 85, 87, 105, 110, 116, 175, 231 Education Act

Approved: May 12, 2014