

*SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)*

**POLICY**

**POLICY #720 Security of Premises**

**RATIONALE**

The safety of district premises is fundamental in the provision of a secure educational environment.

**POLICY**

Principals are responsible for controlling building access, adhering to fire regulations and reporting incidents.

ADOPTED: November 8, 1999

Reviewed/Revised: February 9, 2004  
Statutory Reference:

## REGULATIONS AND PROCEDURES

POLICY #720 Security of Premises

1. There are three types of keys:
  - a) Grand master - maintenance use only.
  - b) School master – principal/vice principal use only.
  - c) Change key - issued by principal to teachers for single room or area application. These must be recalled at the end of each school year.
2. Principals' requests for duplicate keys are strictly controlled through authorization forms signed by two of: secretary-treasurer, assistant secretary-treasurer, director of maintenance and/or maintenance supervisor. Commercial key cutters will accept no other request.
3. Teaching staff requiring access to schools later than 10:30 p.m. on normal school days, or during school holidays, must make arrangements with the school principal. The principal shall notify the school board office and the custodian of all such arrangements.
4. Schools are subject to the *Fire Services Act* and will be regularly inspected. All codes and regulations must be followed. In particular, principals shall ensure that:
  - a) flammable liquids are limited to a one day supply; are stored in safety cans listed by a recognized testing laboratory or in approved containers; and are removed to metal cabinets, storage rooms or vaults during non-operating periods.
  - b) paint is kept in closed containers when not in use;
  - c) mechanical and electrical rooms are not used for storage, and access is limited to authorized maintenance personnel;
  - d) corridors and/or exit systems are not altered or obstructed ;
  - e) no changes are made to door latches [e.g. hooks, bolts, hasps, holders, lock sets] without the prior approval of the director of maintenance.
5. Principals shall liaise with the director of maintenance as required to ensure that tests of fire and intruder alarm systems are carried out by authorized maintenance personnel.
6. In the event of sprinkler system activation, responsibility for shut off rests with the senior fire department officer responding to the fire alarm.
7. Intrusion alarm keys and/or codes are issued to principals/vice principals for entry to school buildings in conjunction with the school master key.
  - a) In cases of school facility rentals or special events, only that section of the school in use will be deactivated. During this period, the school district employee deactivating the system will be responsible for the security of the building.
  - b) To resecure the building, it is imperative that a perimeter check of the building be made, manually testing all doors and visually checking all windows.

8. All fire and intruder alarm activations (other than tests) are to be reported immediately to the director of maintenance on forms available from maintenance.
9. Incidents of break-in, theft, vandalism, and/or fire which involve other than minor damage must be reported to the RCMP and to the school board office on the "Schools Protection Program Incident Report" form.
10. The principal is generally responsible for completing and filing this report. When incidents occur outside of school hours, the custodian or maintenance employee on duty shall advise his/her immediate supervisor.
11. Repairs required at a school because of such incidents are to be identified to the maintenance department on a work order signed by the principal.

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