

BUSINESS AND BOARD ADMINISTRATION	3000
SECURITY POLICY	3091

1. Rationale

Lakehead District School Board (LDSB) operates numerous buildings containing equipment, furniture and supplies of significant value. In order to protect these buildings and contents a comprehensive security policy and set of procedures is necessary.

2. The Policy

It is the policy of LDSB that all property, buildings and contents be protected and made secure from theft, break-in, disappearance, fire and vandalism.

3. Guidelines

- 3.1 The security for each school building and the contents therein is the responsibility of the principal.
- 3.2 The security for each building and contents therein, without a principal, is the responsibility of the superintendent of business or designate.
- 3.3 Access through exterior doors will be controlled through a keyless frequency operated button (FOB) system.
- 3.4 All buildings will be keyed under a grand master key system with each building having a master key system. Key control will be maintained at all times.
- 3.5 Intrusion alarms will be installed in appropriate areas of each building to reduce the opportunity for break-in, theft and vandalism. Security provider shall automatically notify the police in the event of an intrusion.
- 3.6 Video surveillance cameras may be added to sites in accordance with Policy 6070, Video Surveillance.
- 3.7 Each building shall have one or more areas designated for storage of valuable moveable equipment which shall come within the surveillance of intrusion alarms.
- 3.8 Each building shall maintain a perpetual inventory of all moveable items with an individual or "set" value, as defined in procedures.
- 3.9 A system for controlling the loan of moveable items to community, staff and students will be maintained.
- 3.10 All moveable equipment shall be identified by an asset identification.

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- 3.11 Money shall be secured nightly in a vault or suitable safe or deposited daily in a bank account.
- 3.12 Filing cabinets containing personal/confidential information (including OSR cards) shall be locked when not supervised.
- 3.13 3.13.1 Building specifications shall provide for design and construction to meet appropriate security standards.
- 3.13.2 Current buildings will be upgraded to meet the standards of this policy.
- 3.14 Robberies, break-ins, fires, and major acts of vandalism shall be reported to the police, fire department (as necessary), and the office of the superintendent of business using the prescribed format.
- 3.15 Persons apprehended as a result of a robbery, break-in, arson or vandalism will be requested, through the Attorney-General, to reimburse the board for the losses.
- 3.16 Unauthorized persons on premises will be handled in accordance with the Board's 8020 Access to School-Board Premises Policy.
- 3.17 The Board is not responsible for the loss of, or damage to, personal property of staff and students.
- 3.18 The unexplained disappearance of equipment or other contents in schools will be the responsibility of the school to replace from school budgets.
- 3.19 The Board shall maintain a central contingency fund for significant equipment losses due to break and enter, where such losses are not covered by insurance.
- 3.20 All Board buildings shall contain the warning that the building is protected by intrusion alarms and all equipment is identified by the police.

4. Review

This policy will be reviewed in accordance with the 2010 Policy Development and Review Policy.

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<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
8020 Access to School-Board Premises Policy	February 20, 1990 February 27, 2024	Education Act Sect. 149 (8) Sect. 235 (i) (j) Sect. 236 (j) Regulation 262
6070 Video Surveillance Policy	<u>Date Revised</u> January 27, 2009 January 26, 2016 February 27, 2024	