

<b>BUSINESS AND BOARD ADMINISTRATION</b>	<b>3000</b>
<b>SECURITY PROCEDURES</b>	<b>3091</b>

1. Procedures

To outline the process for the security of Lakehead District School Board (LDSB) facilities and assets, to ensure the maximum benefit to the Board.

2. Key System/Frequency Operated Button (FOB) System

Each building shall have a sub-master and/or a change key for each lock and a keyless FOB entry system.

- 2.1 The issuance of Grand Master Keys shall be at the discretion of the superintendent of business.
- 2.2 The issuance of individual school/building keys to staff shall be the responsibility of the principal or building manager. School master/pass keys shall not be issued to students or volunteers.
- 2.3 The replacement or duplication of any building master/pass key must be authorized by the superintendent of business or designate.
- 2.4 All principals and building managers shall maintain written records of internal keys issuance and returns.
- 2.5 All internal keys shall be recalled at the end of each school year, checked against issuance records and re-issued to staff.
- 2.6 It is the responsibility of the principal or building manager to ensure that staff leaving return all keys on their last day of employment in the building.
- 2.7 All staff will be issued personal FOB's upon completing the Board's onboarding practice. The temporary issuance of FOB's to visitors may be done on an as-needed basis upon approval of the manager of property services or designate.
- 2.8 FOB's will provide site access based on standard permissions assigned to work groups. The approval of permissions will be the responsibility of the manager of property services or designate. The keyless system will record the date, time, door location and identity of individuals gaining access.
- 2.9 It is the responsibility of the supervisor to ensure that staff leaving the organization return their personal FOB. All staff leaving the organization will have their FOB's deactivated.

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3. Intrusion Alarms/Video Surveillance

- 3.1 Alarm systems described as silent motion detectors shall be installed in all buildings and areas of buildings where money, confidential records, and easily moveable, saleable equipment are kept. In rural buildings, exterior audible alarms will be installed.
- 3.2 Alarm systems shall be operated by a number program. Each employee assigned to a site will be given a unique code for arming/disarming the alarm system. This system will record the identity of the individual accessing the security panels.
- 3.3 The principal/building manager shall be responsible for instructing staff in operating the alarm system. Alarm codes shall not be passed on.
- 3.4 All overtime and penalties (due to false alarms only) shall be paid from school funds or the department of the person responsible. Malfunction of equipment is paid out of general funds.
- 3.5 In case of alarm, the security provider shall be instructed to call the police first and then one of the head custodians, principal, vice principal or plant department, in that order, to request entrance to the school/building. The manager of property services will provide the police with a current list of said names and numbers upon request.
- 3.6 Where possible, fire alarm systems will be tied into the intrusion alarm system.
- 3.7 If video surveillance has been added to a site, the nature of use will follow the 6070 Policy and Procedure Video Surveillance.

4. Storage of Valuable and Moveable Equipment

- 4.1 An appropriate room, preferably without windows and with a secure door, shall be identified for the storage of valuable and easily portable equipment. It shall be the responsibility of the school staff to ensure safe storage of the above, especially during vacation periods.
- 4.2 The intrusion alarm shall be extended to cover the above storage areas.
- 4.3 Computer rooms, science rooms, shops and other high-risk areas will be provided with intrusion alarms if deemed necessary by the superintendent of business.

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5. Inventory Control

- 5.1 Each principal shall maintain a perpetual inventory of moveable items as follows:
- all equipment with a useful life of three years and an item value in excess of \$750;
  - sets of texts in excess of \$750;
  - sets of science equipment in excess of \$750; and
  - all library books and library resource materials.
- 5.2 The information technology department shall maintain a central perpetual inventory of all technology equipment (including interactive panel and instructional computers).
- 5.3 School based inventory shall be updated annually and electronic copy forwarded by principal to accounting department.

6. Loan of Items to Staff, Students and/or Community

- 6.1 Items may be loaned for educational purposes and to support the activities of community groups, at the discretion of the principal in the case of schools, and the superintendent of business in the case of items at other locations.
- 6.2 A log shall be maintained which will record date, nature of item loaned, serial number (if available), date to be returned, name and acknowledgement of borrower, date returned.
- 6.3 The borrower assumes full responsibility to the Board for loss or damage to the borrowed item.

7. Identification of Equipment

- 7.1 All portable school equipment shall be tagged with a school identification bar code.
- 7.2 Any new equipment purchased must be tagged with a bar code upon delivery to the system.
- 7.3 Identification numbers shall be placed in an inconspicuous location on the equipment and shall be recorded electronically, kept in the school office, and a copy filed for the superintendent of business.

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8. Building Specifications

- 8.1 Building specifications shall provide for design and construction to meet appropriate security standards. Crime prevention through building design will be part of all new construction, and the security provider shall be requested to provide assistance towards its implementation.
- 8.2 Current buildings will be upgraded to meet the standards of the policy. The security provider shall be consulted as to appropriate security changes to be made.

9. Reporting Robberies, Break-Ins, Fires and Major Acts of Vandalism

- 9.1 Immediately telephone the Police upon evidence of robbery, break-in or major acts of vandalism.
- 9.2 In case of fire, evacuate the school and immediately telephone the fire department.
- 9.3 Telephone the office of the superintendent of business to advise the nature of the incident and request assistance if needed, i.e., maintenance required to repair damage. In off-hours, contact the maintenance department through the emergency list provided to each principal.
- 9.4 The principal shall complete the form "Report of Unusual Occurrence" within 48 hours of incident and forward to the office of the superintendent of business. During the summer, the report shall be completed by the appropriate plant personnel.
  - 9.4.1 The preceding report shall include the name of anyone apprehended during the incident and the police occurrence number. If possible, the principal shall follow up any incident to conclusion.
  - 9.4.2 The form "Report of Unusual Occurrence" shall become part of these procedures. Form is attached as "Appendix A".

10. Vandalism

- 10.1 In the case of minor vandalism (broken windows, graffiti, interior damage, etc.) the following steps will be followed:
  - 10.1.1 The principal will assess the cost of any damage, press for restitution and take necessary disciplinary action.
  - 10.1.2 Where restitution for vandalism, by students, is not made within 30 days, the principal will inform the superintendent of business who will officially invoice the parents for the damage.

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10.1.3 Where restitution is not made within 60 days of the issuance of the official invoice, legal advice may be sought.

11. Personal Property

11.1 The security of the personal belongings of staff or students is not the responsibility of the Board. Losses should be claimed through personal homeowner's insurance policies.

11.2 Personal property, which is used for instructional purposes, with the express written permission of the principal, becomes the responsibility of the principal for security. However, losses of such items usually fall below the Board's insurance deductible. Where a principal authorizes the use of such property, any losses must be recovered through personal insurance and/or school funds.

12. Review

These procedures shall be reviewed in accordance with the 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
8020 Access to School-Board Premises Policy 6070 Video Surveillance Policy	1991 01 05	Education Act Sect. 149 (8) Sect. 235 (i) (j) Sect. 236 (j) Regulation 262
	<u>Date Revised</u>	
	January 27, 2009 January 26, 2016 February 27, 2024	