

FACILITIES

Policy 703.3-G

Building and Grounds Security

1. Accessing a Site that is Locked

- a) All access to and exit from a locked site must be via the designated entrance door to the building.
- b) First observe the status of the light from outside the building:
 - i) If the blue light outside the building is ON, do not enter the building as an alarm has been triggered and authorities are on route to tend to the alarm.
 - ii) If the inside foyer/hallway lights are OFF, the security system is armed and requires proximity card presented to the inside security keypad card reader to disarm. The monitoring station must be called with a security code if disarming outside normal operating hours.
 - iii) If the inside foyer/hallway lights are ON, the security system has been disarmed by someone already in the building.

2. Opening Procedure Using a Proximity Card

- a) Present the proximity card to the designated entrance card reader. Note: The proximity card needs only to be placed near a card reader to activate it. It may be kept in a purse or wallet; however, it may not work if it is stored next to another proximity card.
- b) If the card is valid, the main entrance door will release for five (5) seconds to enable entry (the door will remain locked). If the security alarm panel display indicates that:
 - i) The system is "ARMED", present the proximity card to the inside security keypad card reader only once (do not present the card multiple times). Wait for approximately five (5) seconds and the alarm system will disarm. Confirm alarm panel display indicates "DISARMED". If outside of normal operating hours, contact the monitoring station, provide name, personal security code and confirm the time when you will be exiting and closing the site.
 - ii) The system is "DISARMED" outside of normal operating hours, locate the other occupant(s) in the building to confirm the site opening and closing times already given to the monitoring station. Notify the monitoring station, providing name and personal security code, if there are any changes to the site closing time.
- c) If accessing and leaving a locked site within normal operating hours, it is not necessary to contact the monitoring station.

3. Closing Procedure

- a) Once ready to close the site outside of normal operating hours:
 - i) Ensure that all doors and windows are secure and that no one else is still in the

building.

- ii) Proceed to the security alarm panel which should display that the system is "READY TO ARM". If not, stand still for a few seconds as a motion sensor may have picked up the cardholder on route to the panel and needs to re-set.
- iii) Once the display indicates "READY TO ARM":
 - Present the proximity card to the security keypad card reader. This will re-arm the alarm system;
 - Wait for approximately five (5) seconds (do not present the card multiple times);
 - Hallway/foyer lights will automatically turn off; and
 - Confirm alarm panel screen indicates "ARMED *AWAY* You may exit now".

Note: If a sensor picks up a motion while being armed, the system will cancel. Panel display will indicate "fault". Please repeat re-arming procedure

- iv) Exit the building within 30 seconds using the nearest door and confirm that the door is locked after exiting.
- b) At the end of a business day (normal school or office hours), the custodian or other staff will usually lock the main entrance door, but the site alarm system(s) will remain disarmed until the custodian re-arms it/them at shift end (typically between 10:00 pm and midnight) following the site closing procedure detailed in above.

4. Late Closures

- a) Exiting the building after site closing (after the custodian shift-end) requires advance notice to both the custodian and the monitoring station to ensure the security alarm system in the occupied section of building remains disarmed.
- b) If the site was accessed outside of normal operating hours and the monitoring station was already notified of the anticipated exit time, and additional time is required, the monitoring station must be contacted in advance of the original exit time to advise of the revised exit time.

5. Failure to Properly Open or Close a Site

- a) If someone accessing a site:
 - i) Does not contact the monitoring station, advising it of access to a building outside of regular hours, or leaves the building after the advised departure time;
 - ii) Does not properly present the proximity card to the security keypad card reader to disarm or re-arm the security alarm system The monitoring station may dispatch a security runner to the site.

The school/site will be charged the fifty dollar (\$50) fee for the runner to attend to any security related issues required to restore security to the site per incident.

- b) If the alarm was caused by Facilities Services personnel (including the site custodian), the school/site will not be charged.

- c) Any person having difficulty disarming or re-arming the system, thus setting off an alarm, must immediately contact the monitoring station.

6. Weekend/Special Events Coverage

During use of District facilities for special events the following procedures must be followed by the staff member responsible for opening and securing the building:

- a) Open the site through the designated entrance door following the instructions laid out in Sections 1 and 2.
- b) Turn on the lights only in the areas to be used and ensure awareness of timer override for heat in particular areas of the building.
- c) When the alarm system is disarmed (alarm panel display indicates "DISARMED"), check the perimeter of the entire facility to confirm the building's security.
- d) Go to the location of the event, opening only doors required for that event. Keep in mind that user groups do not have access to the entire building. Never lock exit doors in areas such as gyms, auditorium, cafeteria, weight rooms, change rooms and music rooms when in use. In case of emergency, people must have unobstructed egress.
- e) When the event is finished and all people have left, secure all perimeter doors.
- f) Lock inside doors as necessary, turn off lights in rooms and halls.
- g) Do a perimeter check of the building, checking for damage and unlocked doors.
- h) Ensure all fire doors are closed and close/re-secure the site following the instructions laid out in Section 3.
- i) All user groups have contracted to use only specified areas and equipment. With that in mind, the custodian (staff member) must use good judgment in not allowing user group access to other equipment or areas of building not contracted for. Ensure keys are returned as per prior arrangement.
- j) If additional help is required or unusual circumstances arise, please contact Facilities Services.