

FACILITIES

Policy 703.3-R

Building and Grounds Security

Building Alarm System

1. The building alarm systems are monitored 24 hours daily, 365 days per years by a private company (the "monitoring station"), to which the District issues callout procedures to ensure appropriate response in event of an unusual incident such as unauthorized intrusion, fire, freezer failure, unscheduled school opening and closing.
2. The monitoring station may call out fire, police, security or maintenance staff.
3. Staff encountering a problem in a facility after normal working hours are to report it to the monitoring station at its posted telephone number.

Opening and Closing of District Buildings

1. All facilities in the District have two (2) levels of security:
 - a) Locks on exterior doors, and
 - b) Intrusion alarm system.
2. During normal working hours the School Administrator/Site Manager or designate is responsible to ensure the facility is opened and closed at the appropriate times.
3. This procedure is designed to ensure that those persons assigned site keys and proximity cards to access District sites do so in a correct, responsible, accountable manner, so as to safeguard against unauthorized access to sites and to prevent false alarms.
4. Outside of normal operating hours - immediately after unlocking/disarming the building, staff are required to first contact the monitoring station. Staff will provide their first and last name as well as a temporary schedule of how long the site will remain open in accordance with the District's "working alone" procedures.

Site Keys and Proximity Cards

1. Site keys and proximity cards are issued by Facilities Services Branch only to Facilities Services staff, School Administrators, Site Managers and those site personnel identified in writing by the School Administrator/Site Manager.
 - a) Site keys and proximity cards are not to be loaned out or passed on to others and must remain in the assigned key/cardholder's possession as long as they are an employee or contractor of the District.
 - b) Any unauthorized key or proximity card holders must be reported immediately to the Facilities Services at 604-668-7828.
2. If a site key or proximity card is lost, stolen or damaged, the key/cardholder must immediately advise Facilities Services by telephone (604-668-7828) or email (mainop@sd38.bc.ca)

3. It is the School Administrator's/Site Manager's responsibility to ensure that, when an employee or contractor leaves the District, any assigned keys and/or proximity cards are immediately retrieved and returned to Facilities Services.
4. Larger sites may have more than one security alarm system, thus disarming one system does not automatically disarm others. Personnel accessing a site outside of normal operating hours must be familiar with the particulars of that site – if unsure, personnel are directed to contact Facilities Services for more information.

Fencing of School Sites

1. The fencing of school sites shall be a site specific decision made by District staff either at the time a new school is built, or at such time as conditions warrant the installation of perimeter fencing, subject to the availability of funding. The following criteria shall govern decisions to install perimeter fencing on school sites:
 - a) Valid concerns exist for the safety and protection of students due to:
 - i) A consistent high volume of traffic on a road or street adjacent to an active play area where the purpose is to protect children from uncontrolled and unsafe entrance to such road or street. Where high volume of traffic is not a factor, but concerns are raised, each case will be considered on its own merits.
 - ii) Surroundings or a high volume of pedestrian traffic where the purpose is to restrict unauthorized pedestrian access to the site.
 - iii) Legitimate concerns about a heavily wooded area adjacent to a school site.
 - iv) Other hazards on or adjacent to school sites, that cannot be removed.
2. Generally, fencing will not separate school and park sites, the exception being if there are concerns outlined in Clause 1 above.
3. Where adjacent residents have legitimate concerns about the protection of their property due to activities occurring on school property, subject to the availability of funds, the District will carry out the installation of fencing and pay fifty percent (50%) of the cost, provided the majority of adjacent property owners agree to pay fifty percent (50%).
4. Fencing installed under this policy shall generally be placed only on District property lines only. Exceptions will require appropriate legal agreements.
5. Perimeter fencing will generally be at least 1.22 metres (four [4] feet) tall with chain link fabric and a steel structure installed by school district staff or a contractor managed by the District.