

SCHOOL DISTRICT NO. 48 (SEA TO SKY)

REGULATION SERIES 900 - BUILDINGS & SITES

R 903 SECURITY & SAFETY
R 903.2 School Security

This Regulation provides further direction on maintaining school security.

1. Alarms in Schools

Each school in the district has two levels of security: locks on exterior doors and automatic fire and intruder alarm systems. The alarm systems are monitored at various locations. When the intruder or fire alarms are activated, the monitoring station will call the RCMP or the fire department, depending on the nature of the alarm.

2. Entry Register Procedures

2.1 Register sheets are maintained at each school at the place where the intruder alarms switch is located. The Clerical Assistant in each school is responsible for seeing that an adequate supply of register sheets and a pencil are at hand.

2.2 Persons entering the building at times other than when:

2.2.1 school is in session; or

2.2.2 the school is in the care of the custodian; or

2.2.3 a function is being held in the school;

have the responsibility of ensuring that the intruder alarm system is shut off when they enter and turned on when the building is unoccupied.

2.3 A record of access is maintained, by requiring all individuals signing in and out on the register sheets.

2.4 The last person signing out will check the building for others and turn on the alarm system.

3. School Keys

3.1 The principal of each school shall issue keys to teachers as he/she sees fit and a record shall be maintained at the school. During the summer vacation, keys will be recalled by the principals to be reissued September 1.

3.2 Keys shall be issued to and collected from custodians by the Director of Facilities and Services.

3.3 Keys for community use shall be issued and collected through the School Board Office.

4. Access Outside of Regular School Hours

4.1 The principal of each school shall establish rules for the weekend and evening use of the school by staff members.

5. Fire Safety Act

Schools are subject to the Fire Safety Act and will be regularly inspected. All codes and regulations must be followed. In particular, principals shall ensure that:

5.1 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.

5.2 Paint is kept in closed containers when not in use.

5.3 Mechanical and electrical rooms are not used for storage, and access is limited to authorized maintenance personnel.

5.4 Corridors and/or exist systems are not altered or obstructed.

5.5 No changes are made to door latches (eg. Hooks, bolts, hasps, holders, lock sets) without the prior approval of the Director of Facilities and Services).

5.6 Combustible material displayed in corridors and classrooms must not exceed 20% of the total wall area for each wall.

Adopted: Date of Manual Adoption (June 9, 1999)
Amended: June 11, 2003