

902.2 Security of Equipment and Facilities

Policy

The Board expects that reasonable measures shall be undertaken to ensure that Division property and equipment are maintained in a secure manner.

Regulations

1. Intrusion alarms shall be installed in all facilities which are the property of the Division;
 - 1.1 Such alarms shall be activated at all times when the building is unoccupied.
 - 1.2 Access codes shall be issued to employees requiring access to a building after hours.
2. Key control systems shall be established by each building supervisor or school principal, in co-operation with the Manager of Operations and Maintenance.
3. All capital equipment, tools and other items subject to theft shall be marked for identification and this mark noted in an inventory list.
4. Access to Division-owned resources shall be limited to those specifically authorized by a building supervisor or school principal.
5. Provision shall be made for emergency access to District buildings by First Responders.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

References

Alberta School Act: 60

Division Policies: 303.4 School Principal