



Approved: February 13, 2001  
Amended: May 12, 2009  
Amended: April 29, 2014

## **902.2 Security of Equipment and Facilities**

### **Policy**

The Board expects that reasonable measures shall be undertaken to ensure that District 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 District;
  - 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 District-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

District Policies: 303.4 School Principal