

## **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

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*Section* FACILITIES & GROUNDS

*Management Guideline* SECURITY

*Applicable Policy* SECURITY

410

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### **Procedures: General Guidelines for Use**

#### **1.0 Key Systems**

1. Definition: References to key(s) or locks may also mean: electronic controlled locks utilizing electronic access cards, proximity sensors, biomechanical readers, and code passwords or numbers.
2. Any person who takes possession of key(s) to Board facilities or equipment must complete and sign [Form B02-002, Key Issue Agreement](#) prior to receiving the key(s).
3. Keys are not to be issued without signatures being provided.
4. Principals are to keep a current list of keys issued on [Form B02-003, Key Issue Log Sheet](#), which is to be kept in a secure file, and is subject to audit.
5. The replacement or duplication of any school/building master key must be authorized by the Manager of Plant Services or designate.
6. Copies of non-master keys are not to be made without the authorization of the principal, vice principal, manager for that building.
7. Persons requiring access to an area to which they do not have a key shall make a request to the school principal/manager, or Manager of Plant Services, as appropriate. Being issued a key to an area does not provide automatic permission to access the area at any time of day. Building users must only access the area or building during the time approved by the principal or Manager of Plant Services. This particularly is important during school breaks or summer months when construction or maintenance work may be taking place. In this case, the Plant Department may, in consultation with the school principal, take measures to further lock or secure an area, or the entire building.
8. Temporary issue of keys for specific tasks or programs must be recorded and signed for on the appropriate forms, as outlined in 1.1 above.
9. Broken keys must have all pieces returned prior to issue of a replacement key.
10. A key cabinet shall be maintained by the Manager of Plant Services, which contains master keys for each school/building in the system.
11. All persons who are issued a key shall complete and sign Form B02-002, [Key Issue Agreement](#),

at the time the key is received. All principals, vice principals, managers shall maintain a securely located and locked key cabinet. Written records of key issuance are to be recorded on Form B02-003, Key Issue Log Sheet and kept in a secure location.

12. It is the responsibility of the principal/manager to ensure that staff leaving the employment of the Board return all keys prior to their last day of employment in the school/building.
13. Where locks are provided on doors, cabinets, drawers, valves, or any other critical access area or item, said locks shall be secured at all times when access is not required, unless otherwise directed by the principal/manager.
14. The issue and return of keys for the locks on furniture, equipment and cabinets not on the Grand Master Key System shall be recorded and tracked, on Form B02-003, Key Issue Log Sheet, separate from the school/building Master Key System Logs.
15. In the event that the security of a building is suspected to be compromised due to key loss or theft, the Plant Department may rekey all or part of the building upon short notice to protect the building and contents. Cost of this measure may be recovered from the party involved depending on the circumstances.
16. The Manager of Plant Services may be consulted by principals/manager for assistance as required with keying and key issue questions.

## **2.0 Identifications Cards**

1. Superior-Greenstone District School Board (SGDSB) Photo Identification Cards (ID Card) provide access to designated Schools, Board buildings and/or rooms within a facility as authorized by the SGDSB Plant Services Department.
2. An Employee Photo ID Card shall be issued to every eligible employee when they are first hired. Identification Card will be authorized by the Human Resources Department and issued by the Plant Services Department.
3. Individuals, who have been authorized to use the identification card to gain access to a school, Board building and/or rooms within a building are to provide their own individual access and are prohibited from providing access to visitors or unauthorized individuals.
4. Employees must use their own photo identification card to gain access to a Board building and/or rooms within a building and are prohibited from providing access to visitors
5. Visitor identification cards can help alleviate a wide range of security concerns for schools. Visitor ID cards will be issued during the check-in process when visitors arrive at the school and sign in and speak with the receptionist or front desk.
6. Photo Identification Cards will be issued to an authorized person, upon approval by the Plant Services Department for following community use of facilities permit, Contractors, Visitors by the Plant Department
7. Report lost or stolen cards immediately to Plant Services Department at [plantdepartmentsecurity@sgdsb.on.ca](mailto:plantdepartmentsecurity@sgdsb.on.ca) so the card can be deactivated, a new card will be issued within 5 working days and mailed to the school-location you are based at.
8. Employees requiring the use of Service Animals during the course of their employment activities, a photo identification card can be obtained for use to provide verification of need if requested. To request a card, please email [plantdepartmentsecurity@sgdsb.on.ca](mailto:plantdepartmentsecurity@sgdsb.on.ca) and a member of the Plant

Department team will be in contact with you to discuss required documentation.

### **3.0 Intrusion Alarms**

1. Alarm systems described as silent motion detectors shall be installed in all buildings and areas of buildings where money, confidential records, and easily moveable, saleable equipment are kept. In rural buildings, exterior audible alarms will be installed.
2. Alarm systems shall be operated by a key, card reader or number program. This number will be changed as required, by applications to the manager of plant facilities or designate.
3. The principal, vice principal, manager shall be responsible for instructing staff in operating the alarm system. Alarm codes shall not be passed on without the express permission of the principal, vice principal, manager.
4. All overtime and penalties (due to false alarms only) shall be paid from school funds or the department of the person responsible. Malfunction of equipment is paid out of plant department general funds.
5. In case of alarm, the security provider shall be instructed to call the police first and then one of the head custodians, maintenance working foreman, principal, vice principal, manager or plant department, in that order, to request entrance to the school/building...
6. Where possible, fire alarm systems will be tied into the intrusion alarm system.
7. Alarm System and Cal in Report form must be filled out if there is any alarm call in. Submit B02-004 form electronically to [callinform@sgdsb.on.ca](mailto:callinform@sgdsb.on.ca)

### **4.0 Inventory Control**

1. Each principal, vice principal, manager shall maintain a perpetual inventory of moveable items as follows:
  - all equipment with a useful life of 3 years and an item value in excess of \$750
  - sets of texts in excess of \$750
  - sets of science equipment in excess of \$750
  - broad-based technology tools/equipment in excess of \$ 250
  - all library books and library resource materials.
2. The information technology department shall maintain a central inventory of all computers, video conferencing equipment, servers, audio-visual equipment, hand held electronic devices.
3. School based inventory shall be updated annually and electronic copy forwarded by principal, vice principal, manager to the superintendent of business or designate.

### **5.0 Loan of Items to Staff, Students and/or Community**

1. Items may be loaned for educational purposes and to support the activities of community groups, at the discretion of the principal, vice principal, manager as per Policy 407 Borrowing or Equipment and Policy 408 Loaning of Equipment.
2. A log book shall be maintained which will record date, nature of item loaned, serial number (if available), date to be returned, signature of borrower, date returned.

3. The borrower assumes full responsibility to the board for loss or damage to the borrowed item.

#### **6.0 Identification of Equipment**

1. All portable school equipment shall be tagged with a school identification bar code or identification numbering system.
2. Any new equipment purchased must be tagged with a bar code or identification numbering system upon delivery to the system.
3. Identification numbers shall be placed in an inconspicuous location on the equipment and shall be recorded and kept in the school office, and a copy filed for the superintendent of business.

#### **7.0 Building Specifications**

1. Building specifications shall provide for design and construction to meet appropriate security standards. Crime prevention through building design will be part of all new construction, and the security provider shall be requested to aid towards its implementation.
2. Current buildings will be upgraded to meet the standards of the policy. The security provider shall be consulted as to appropriate security changes to be made.

#### **8.0 Reporting Robberies, Break-Ins, Fires and Major Acts of Vandalism**

1. Immediately telephone the Police upon evidence of robbery, break-in or major acts of vandalism.
2. In case of fire, evacuate the school and immediately telephone the fire department.
3. Telephone the office of the superintendent of education to advise the nature of the incident and request assistance if needed, e.g., maintenance required to repair damage. In off-hours contact the maintenance department through the emergency list provided to each principal.
4. The principal, vice principal, manager shall complete the form "Report of Unusual Occurrence" within 48 hours of incident and forward to the office of the superintendent of business. During the summer the report shall be completed by the appropriate plant personnel.
5. The preceding report shall include the name of anyone apprehended during the incident and the police occurrence number. If possible, the principal shall follow up any incident to conclusion.
6. Form B10-001 Damage and/or Vandalism Report shall be completed whether damage is accidental or deliberate. One copy shall be sent to the board's manager of business.

#### **9.0 Vandalism**

1. In the case of minor vandalism (broken windows, graffiti, interior damage, etc.) the following steps will be followed:
2. The principal, vice principal, manager will assess the cost of any damage and press for restitution, and take necessary disciplinary action.
3. Where restitution for vandalism, by students, is not made within 30 days, the principal/vice principal, manager will inform the Manager of Plant Services who will officially invoice the parents for the damage.

4. Where restitution is not made within 60 days of the issuance of the official invoice, legal advice may be sought.
5. Form B10-001 Damage and/or Vandalism Report shall be completed whether damage is accidental or deliberate. One copy shall be sent to the board's manager of business.

**10.0 Personal Property**

1. The security of the personal belongings of staff or students is not the responsibility of the board. Losses should be claimed through personal homeowner's insurance policies.
2. Personal property, which is used for instructional purposes, with the express written permission of the principal, vice principal, manager becomes the responsibility of the principal, vice principal, manager for security. However, losses of such items usually fall below the board's insurance deductible. Where a principal, vice principal, manager authorizes the use of such property, any losses must be recovered through personal insurance and/or school funds.

**11.0 SGDSB Department Identification Colors**

ID card required by	Card Color	Lanyard Color	Card to be Issued by
Visitors	Red	Black	Plant Department
Education	Green	Green	Plant Department
Administration Staff	Green	Green	Plant Department
Finance	Green	Green	Plant Department
Human Resources	Green	Green	Plant Department
Health & Safety	Yellow	Black	Plant Department
Information Technology	Aqua Blue	Black	Plant Department
Custodial Staff	Aqua Blue	Black	Plant Department
Maintenance	Orange	Black	Plant Department
Contractors	Orange	Black	Plant Department
CUS	Blue	Black	Plant Department
Facility Partners	Blue	Black	Plant Department

**12.0 Table of Key – Identification Card Types and Level of Issue**

<b>Normally Issued To</b>	
<b>Key Type</b>	<b>School Administration and Staff</b>
Grand Master Key/ID Cards	Director and Superintendents Managers Plant Department staff as specifically authorized by Manager of Plant Services Emergency and Maintenance Personnel
Outside Door Keys/ID Cards	Principal, Vice Principal, Manager Teacher as authorized Secretary as authorized Custodian as authorized
School/Building Master Keys/ID Cards	Principal, Vice Principal, Manager Teacher as authorized Secretary as authorized Custodian as authorized
School/Building Area or Sub Master Keys/ID Cards	Teachers requiring multiple area access as authorized
Separate Room Change Keys/ID Cards	Program Leaders, as authorized Teachers or other approved area users, as authorized
Lock-Out Keys	Maintenance Staff (as required) Custodial Staff (as required) Manager of Plant Services Plant department staff as specifically authorized by Manager of Plant Services
Note: Keys/ID Cards related to Joint Use, shared space, leased space, or other facility partner i.e.: pools, college, childcares, etc., will be dealt with separately by Manager of Plant Services, Plant Coordinator of Operations, Principals, Vice Principal, Manager.	

**Superior-Greenstone District School Board**

**Key Issue Agreement**

Date: \_\_\_\_\_

School: \_\_\_\_\_

Principal/VP/Manager: \_\_\_\_\_

I, \_\_\_\_\_, have received the key(s) listed below:  
 (please print name)

Key #	School	Key type (Master, outside etc) & Area Accessed	Receiver's Initials	Date to be Returned	Date Returned	Principal/VP/Manager Initials

I understand that the above key(s) is/are to be returned to the principal as per the terms of Policy 410, Lock and Keying Policy, and that failing to do so will result in my being responsible for all costs associated with re-keying areas accessed by the above key(s).

I further understand that I am expected to keep the above keys safe and secure, and I am not authorized to copy, lend, or otherwise give the key to any other person.

Signature: \_\_\_\_\_ (Staff) Date: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_ (Principal/VP/Manager) Date: \_\_\_\_\_

**NOTE:**

- This form to be completed for all keys prior to issue.
- Principal to keep signed original in a secure location.
- Photocopy of form to be provided to staff requesting keys.





**Superior-Greenstone District School Board**

REQUEST FOR ID/KEY CARD

- New Card - *Attach a clear photo (shoulders up)*
- Replacement Card

NAME: \_\_\_\_\_

- SGDSB Employee - *Position with SGDSB* \_\_\_\_\_
- Facility Partner

SCHOOL or FACILITY: \_\_\_\_\_

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Supervisor Signature

Email completed form along with photo (required for new cards only) to

[plantdepartmentsecurity@sgdsb.on.ca](mailto:plantdepartmentsecurity@sgdsb.on.ca)

**Superior-Greenstone District School  
Board**

Alarm System and Call-in Report Form

Note: The following information must be provided and form sent to the Board Office email account the next business day.

<b>Form must be sent electronically to <a href="mailto:callinform@sgdsb.on.ca">callinform@sgdsb.on.ca</a></b>	
Date of call:	
Time of call:	
School or Site:	
Who called you (Baylock, Fire Dept, Principal, teacher, etc)	
Reason for Call (describe the problem and your findings upon arrival)	
Name(s) of others involved or found on site (list all)	
Action taken to resolve the incident, persons called, etc. Was the source of the problem found and corrected?	
Is there a need for further follow-up by Plant Dept or School Admin, workorder issued? Describe	

**Response Person Info:**

Your name:			
Your position:			
Actual time of arrival:		Date:	
Actual time of leaving:		Initials:	
Actual hours spent on site:			
Has a time sheet been completed and sent?			
Other Information: Police Incident number, etc. (attach extra sheets as required)			

Manager of Plant Services

Maintenance Coordinator

File


**SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD  
DAMAGE AND/OR VANDALISM REPORT**

School: \_\_\_\_\_

Location and Nature of Damage: \_\_\_\_\_  
\_\_\_\_\_

Date and Time Damage was Discovered: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Was a school function taking place at the time? Yes  No

Witness(es) to the occurrence: \_\_\_\_\_

In your opinion was the damage deliberate? Yes  No

Individual(s) responsible for the damage: \_\_\_\_\_

Work Order #: \_\_\_\_\_

**DAMAGES TO BE BILLED TO:**

Name \_\_\_\_\_

Address \_\_\_\_\_  
P.O. Box No. \_\_\_\_\_ Street \_\_\_\_\_ Town \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION A:  
FOR COMPLETION BY  
MAINTENANCE WORKING FOREMAN:**

Date Work Completed: \_\_\_\_\_

Labour: \_\_\_\_\_  
(Regular hours equivalent)

Cost of Material: \*\$ \_\_\_\_\_  
(Including taxes)

Other: \*\$ \_\_\_\_\_  
(Contractors, etc.)

Total Cost: \$ \_\_\_\_\_

\*COPIES OF INVOICES/RECEIPTS AND PRINTED  
WORK ORDER TO BE ATTACHED TO THIS FORM\*

M.W.F. Signature: \_\_\_\_\_

**SECTION B:  
FOR COMPLETION BY PLANT SERVICES:**

DV # \_\_\_\_\_ Date to MWF: \_\_\_\_\_

Amount to be billed: \$ \_\_\_\_\_

Date to Accounts Receivable: \_\_\_\_\_  
(If Applicable)

**SECTION C:  
FOR COMPLETION BY ACCOUNTS RECEIVABLE:**

Invoice No.: \_\_\_\_\_ Date: \_\_\_\_\_

Copy of Letter to Principal Date: \_\_\_\_\_

Amount Received: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Plant Services Notified

**NOTE:** THIS FORM MUST BE COMPLETED WHETHER DAMAGE IS ACCIDENTAL OR DELIBERATE.  
SUBMIT ONE COPY IMMEDIATELY TO THE BOARD OFFICE. ATTACH A COPY OF THIS REPORT TO INVOICES ISSUED FOR  
IDENTIFICATION AND POSSIBLE INSURANCE CLAIM.

The information on this form is collected under the authority of section 149(8) of the Education Act to ensure school buildings and  
premises are in proper repair.

Manager of Plant Services \_\_\_\_\_