Newfoundland & Labrador English School District

Policy:	**FACILITY SECURITY AND ACCESS CONTROL**	**OPER-605**
Division:	**OPERATIONS**	
Cross-Reference:	**OPER 602 – COMMUNITY USE OF SCHOOLS**	

Administrative Procedures/Regulations

1. Distribution of Master Keys

    a. **Grand Master Access Card/Key**: Assigned to the Director of Education, Associate and Assistant Directors of Education, Director of Facilities and Custodial Management, Regional facilities managers and, as required, support staff providing onsite support throughout the region.

    b. **Master Access Card/Key**: Assigned to the Principal, Assistant Principal, and custodial staff as required for each building, along with temporary assignment to contractors as required.

    c. All Master and Grand Master keys are to be uniquely stamped with an identification number, which is to be recorded when the key is signed out. Keys made preceding this policy will be stamped and re-issued (signed out) by key-holding staff.

    d. Each region's master systems will be kept distinct and secure by Facilities Division managers and trades staff assigned responsibility for managing security.

    e. Any variation or additional assignment of Master or Grand Master access shall only occur with the written permission of the Director of Facilities and Custodial Management or designate, based on a documented operational need.

2. Securing District Facilities

    a. Electronic Access Doors – Accessible via Access Card
    The District will strive to ensure that each school is equipped with at least one electronic access door. Schools will be permitted to request additional electronic

access doors only if physically feasible, and the school has financial capacity to support it (e.g., proceeds from school year Community Use rentals).

b. Manual Lock Doors – Accessible via Physical Key
Each school is to be equipped with at least one exterior door which can be opened with a key in the case of emergency/power outage/etc.

c. The District will strive to expand the master key system such that, initially, at least one exterior door at every school in the District will be on the master key system assigned to that region. Ultimately, all District facilities should have full utilization of the master system.

d. The Facilities Division must authorize creation/duplication of keys/programming of access cards, re-keying of locks, and installation, repair, and replacement of lock hardware.

e. Circumventing or modifying security (including barring open exterior doors) and/or modifying or tampering with lock hardware is strictly prohibited.

f. The unauthorized transfer or duplication of keys/cards and/or sharing of alarm codes is considered a serious breach of security and may be subject to disciplinary action by the District.

g. Upon closing a school permanently, or when a school is temporarily closed for an extended period while undergoing significant maintenance, external doors shall be re-keyed to restrict access.

3. Access to District Facilities

a. Keys, access cards and, if applicable, security access codes may be assigned to:
    i. trustees, principals, teachers, other District staff as required for the performance of their duties; and
    ii. Community users who have obtained permission to access the facility through the Board's Community Use of Schools Policy OPER-602.

b. Facility security staff will keep records of all keys, cards, and access codes assigned to schools.

c. Site supervisors will maintain logs of who has been assigned keys, cards, or codes via the appropriate sign-out sheet in **Appendix A – Key Agreement** (See: Related Docs).

d. At least once a year, site supervisors are to validate the key/card sign out logs and report to Facilities Division via **Appendix B – Site Key Log** (see: Related Docs).

e. Loaning or transferring keys is strictly prohibited. The authorized user who has signed out a key/card is responsible to return the key/card to the appropriate authority for redistribution or disposal.

4. Disarming and Arming the Security Alarm System

   Where the District has employed security alarm systems:

   a. Authorized key/card holders accessing District facilities must determine the status of the security system upon entering and before leaving the building.

   b. The last person to exit the building must re-arm the security system using the code assigned to them.

   c. In the case of false alarms, the following is the cost-recovery policy:
      i. Community Use groups: will be billed directly for the cost incurred.
      ii. Staff: School accounts will be charged for staff-generated false alarms.
      iii. Physical plant issue: Facilities Division will address costs.
      iv. Habitual failure to arm the building and/or to cause false alarms may result in termination of access rights.

5. Damaged Electronic Access Cards

   a. Cards damaged from normal wear will be replaced at no charge to staff.

   b. Cards exposed to excessive or chronic damage, will result in a replacement charge to staff on a cost recovery basis.

   c. Cards wilfully damaged will result in a charge to the cardholder on a cost recovery basis. The District may opt not to reissue a card and/or refer to Human Resources for disciplinary action.

6. Lost Electronic Access Cards/Keys

   a. Staff who are assigned Grand Master or Master keys or cards are required to notify the Facilities Division in writing immediately of the loss of a key. Serious consequences can result from this loss, and District facilities must be secured for occupant safety and to prevent theft or damage.

b. Staff members are required to notify their supervisor as soon as they realize their key/card is missing/lost; supervisors are then to inform the facilities division in writing.

c. Community Use Groups are to contact the District as soon as they realize their key/card is missing/lost.

d. Keys must be held securely by the person who has signed them out – ensuring there is no identification of the key e.g. on the keychain. Keys are not to be left unattended in vehicles, on/in desks, in doors, etc.

e. Written reports of the lost key/card must include:
    i. When and where the key/card was last seen;
    ii. If there is any location identifying features with the key/card (i.e. what it will open);
    iii. Particular details concerning the situation that would assist in risk analyses (e.g. if the key/card is likely misplaced at home vs stolen while at school).

f. The cost of re-keying or cancelling/re-issuing cards will be borne by the school for keys/cards issued by the principal, or by the division that authorized the issuance of the key/card.
    i. Staff may be charged for the re-keying and referred to Human Resources for disciplinary action if the loss is a result of negligence, disregard, or improper control of keys/cards.
    ii. Community Use Groups will be charged for any re-keying that results from their loss or misuse of keys/cards.
    iii. Specific Community Use groups may lose access to all District facilities if they have outstanding accounts or demonstrate a pattern of misuse of access keys/cards at any facility.

7. Deactivation of Electronic Access Keys:

Deactivation of Electronic Access Keys may occur due to the following reasons:

a. During major facilities projects (construction/renovation/summer cleaning/etc.). Summer access for Educational Staff may be limited up until the last week of August in order to provide time for facilities staff to properly clean and maintain school buildings.

b. When there are security concerns concerning building access.

c. For Summer Community Use - The use of school facilities in summer time will be granted as per Community Use Policy, potentially restricting access for normal school year staff.

8. Surrendering Keys/Access Cards

All keys and cards are required to be returned under the following conditions:

a. Supervisors are required to ensure staff who retire or resign return their keys/cards.

b. Principals are required to collect keys/cards from Community Users (September to June) whose allotted time has expired.

c. The Facilities Division is responsible to collect keys/cards from contractors or Community Users (July-August).

d. Supervisors (principals or divisional for support staff) are required to collect keys/cards from staff who will be on medical, parental or other leave of absence if the individual will be, or has been, away from their position for a period longer than one month.

e. Human Resources, or other management person in attendance at a termination meeting, are responsible to obtain keys and cards from those having their employment terminated.