



File EIB

### **BUILDING SECURITY - WARNING SYSTEM**

It shall be the responsibility of each School Principal to establish and maintain, in co-operation with the Supervisor of Operations, a security plan for the school. Fire alarm systems and intruder alarms will be installed in the buildings whenever they are required by law, or more if deemed necessary in the judgement of the Principal and senior administrators.

Only employees and other authorized personnel are to be admitted to locked buildings by those with assigned keys. Use of facilities by student or community groups requires prior authorization from the Principal/supervisor and the completion of a "Facilities Use Agreement". See also: KD

Staff members authorized to use facilities after regular hours must be trained in, and accept responsibility for, the use of the surveillance system. Failure to follow prescribed procedures may result in any additional costs incurred being charged to the school or the employees' Department budget.