

# SCHOOL SECURITY PROTOCOL

## Background

Schools are used throughout the day for a variety of activities and groups. When schools are used after the school day, there are certain risks which need to be addressed including ensuring the security of the school facility and the assets of the school from damage and theft as well as protecting staff in the school who are working alone, including, teachers, learning assistants and custodians. In maintaining our responsibilities under Occupational Health and Safety, the following procedures will apply.

## Procedures

1. All schools shall lock all the exterior doors no later than 4:30 pm each school day unless there is a before and after school program in operation which may leave an appropriate door open until the program is complete at which time that door is locked.
2. All classrooms and other rooms must be locked at the end of the day to ensure they may not be used as hiding places. Schools have motion sensors and door sensors in some areas and classrooms however there are typically no motion sensors unless they located in a computer lab. The motion sensors aren't active until such time as the building alarm is set.
3. All staff working after 4:30 pm shall signed in and if working alone shall have a personal panic FOB on their person. Custodial staff shall wear a personal panic FOB when working alone or in an isolated area.
4. Joint Users and other School User Groups including School Teams:
  - 4.1. Internal hallway doors shall be closed and locked by the custodian to prevent or reduce the access users may have to the building.
  - 4.2. For schools with an evening Custodian:
    - 4.2.1. User groups must make arrangements for a key at the school prior to the end of the school day. The representative for the user group can also arrange to meet the custodian at the school 15 minutes before their scheduled time to have the door opened. The representative for the user group must remain at the door to record attendance for their group and ensure that only their users are being allowed access. Attendance is necessary in case of an emergency and the supervisor is responsible to record this information and save it in case there are any concerns or questions about who was in the building. Violations will result in cancelled future user access.

- 4.3. For schools with no evening custodian, the user group is to coordinate with the appropriate school principal for obtaining a key and security code and for returning the key. No school keys are permitted to be duplicated and school security is not to be shared.
- 4.4. Doors may not be propped open either through 'dogging' or placing something in the doorway.
- 4.5. All users need to exit through the assigned access doors only except in the event of an emergency.
- 4.6. If it is a school related activity or event, the teacher or supervisor must be the last one to leave the building and ensure that no students or parents are left with the custodians and are responsible to ensure door is properly latched when they leave. Custodians shall not be expected to supervise students.
- 4.7. If it is a joint user group, the leader shall be the last one to leave the joint user activity and is responsible to ensure that the door is locked and latched when they leave. Custodian shall not be expected to supervise children.
- 4.8. No student or child is to be left unsupervised either inside the school or outside the school.
5. Any incident including property damage or misbehavior shall be reported by the custodian to the Facilities and Operations Supervisor by email. The Facilities and Operations Supervisor shall determine if any further documentation is required.
6. Verbal or physical abuse to any staff will result in a call to the Medicine Hat Police Service and charges may occur.
7. In the event there are trespassers in the facility, staff are not to engage the trespasser and shall protect themselves. Staff shall call 911 immediately so that the police may catch the trespasser in the act. Police will charge the trespasser under the *School Act*.

Reference: Trespass to Premises Act - Province of Alberta