Purpose/Background

RVS is committed to ensuring that school buildings are safe and secure for students and staff. To achieve this purpose, RVS will:

- Maintain a balance between having a welcoming school climate and a facility which is secure from unwanted intruders.
- Take reasonable steps to reduce the risks of unauthorized access.
- Ensuring that staff are consulted and informed about security and receive appropriate training to recognize and appropriately respond to security concerns.
- Implement ongoing improvements in the effectiveness of security measures and controls, monitoring and reviewing security measures.

Responsibilities/Procedure

1. **All staff is responsible for the security of RVS buildings and property.**
    a. The last person on site is responsible to ensure all exterior doors and windows are secure and to arm the building
    b. All staff must sign in on the After Hours Sign In (posted by the Security Panel) when entering an RVS Facility after hours.
    c. Staff are responsible to ensure the safekeeping of the security code assigned and any keys/electronic access
    d. Working Alone Protocols must be followed as per Administrative Procedure AP405.
    e. Suspicious activities or vandalism are to be reported as per AP5306 – Urgent Facility Concerns.
    f. Understand and follow all school procedures. If any questions arise they are to be directed to the School Principal or Site Administrator.
    g. Do not prop open or create an unauthorized entrance/egress.
    h. Report difficulties with monitoring devices, security systems, or suspected security breaches immediately to the HBO and the Service Response Centre.
    i. Watch for unidentified individuals. If ID is not obvious request the visitor, staff or contractor show their identification badge. Contact the office (and if needed police) if individual refuses to comply or shows aggression.

2. **The Maintenance Department is responsible for the specific areas of building security below.**
    a. The Maintenance Department is responsible to maintain security systems for all Rocky View Schools except Leased, or P3 Schools.
    b. Requests for a change to the security or door system (ie. adding electronic access) is subject to administrative Procedure AP5405 Alterations to School Buildings, School Grounds or Other RVS' Facilities.
    c. Ensure the integrity and purpose of existing access control systems, door hardware, electronic keys, security lighting and other essential building components are maintained throughout RVS. (see internal process keys and security)
    d. Any requested changes surrounding facility keys and security must also be considered in the context of relevant Board Policies, and will follow the internal process on Keying and Security.
    e. Wear an ID Badge, sign in/out, notify the office of area being visited and of the work being completed.

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3. **The Principal is responsible for the day to day security of the School and for ensuring:**
    a. All staff appreciate the importance of security and understand the Division and School's procedures as well as their own responsibilities.
    b. School staff, including support personnel, greet and challenge strangers. Staff should be required to at least report strangers to the office if they do not feel safe in approaching someone they believe to be an intruder.
    c. Educate students on school procedures for security and access including, but not limited to: the requirement not to open doors to strangers, other students, or other adults.
    d. Educate parents about access control strategies, school security and the importance of following procedures.
    e. Hour Zero and OH&S risk assessments are in place and are reviewed by emergency preparedness representatives annually
    f. If a camera system is in place it is the schools responsibility to maintain the system and follow AP181 Electronic Surveillance Systems. To request or inquire about a security camera system follow AP5405.
    g. Keep a log of deliveries. If possible, include the name of the vendor, delivery person, date and time of arrival/departure and, if possible, the license plate of the delivery vehicle.
    h. Ensure supervision of all Visitors and Contractors (without Criminal Record Checks).
    i. Ensure the door control system (including manually controlled locks) utilized properly and that the system is set up to control risk while maintaining the flow of school activities.

4. **The Head Building Operator, Building Operator and Caretaking team are responsible to:**
    a. Complete preventative maintenance checks on the security systems, equipment, doors and windows.
    b. Clean areas regularly that accumulate dust creating the potential for a detector to experience a false alarm and/or excessive wear
    c. Carry out regular routine security checks as scheduled in Asset Planner and keep logs as required.
    d. Record, collaborate and report security, key or access concerns that could affect the building/site security and bring these promptly. Both to the Principal, and if relevant, the Maintenance Department.
    e. Review security procedures (RVS Administrative Procedures, Internal Processes, Hour Zero and specific School processes as directed by the School Principal)
    f. Monitor security lighting and other building systems, reporting deficiencies to the Maintenance Department through a Service Request
    g. Secure custodial entrances and delivery doors during and after school hours. Have custodial personnel keep a log of deliveries to include, when/where possible, the name of the vendor company, name of the delivery person, license plate of vehicle, date and time of arrival and departure, and associated information.

5. **Contractors**
    a. Must read and sign off on the Contractor Manual prior to beginning any work or accessing the site.
    b. Non-RVS Picture ID or an RVS visitor ID Badge is to be worn at all times

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    c. Receive a site orientation, prior to accessing the site, which includes parking, key and security system operation, sign in procedures, emergency response requirements and other site specific requirements.

    d. Will only carry out work agreed to in the contract and at the times agreed upon.

    e. Report any suspicious activity or security concerns to their RVS Contact and the Facility Office ASAP.

6. **Visitors**

    a. Visitors at the school must wear identification badges to enable the identification of unauthorized visitors by staff and students.

    b. Visitors on site will be accompanied by a staff member at all times.

    c. Visitors will not remove any items of school property without the express permission of school staff.

7. **Volunteers, RVS Staff (not site specific) or Pre-Authorized individuals**

    a. Receive a site orientation, prior to accessing the site, which includes parking, sign in procedures, emergency response requirements and other site specific requirements.

    b. Must wear an identification badge and sign in/out at the office on all occasions.

    c. Report any suspicious activity or security concerns to their RVS Contact on site and the Facility Office ASAP.

Resources:

- Asset Planner
- The Service Response Centre
- Security System User Guide(s)
- RVS Keys and Security Internal Process
- AP5306 – Urgent Facility Concerns
- AP5405 – Alterations to School Buildings, School Grounds or Other Division Facilities
- Visitor Pass Template
- AP151 Communication
- AP165 Emergency Preparedness
- Access Controlled Doors, RVS Guidelines for Facility Security Internal Process
- AP181 Electronic Surveillance Systems
- Delivery Log Sheet Template (TBD)
- Visitor ID Badge Template (TBD)
- Working Alone Procedure AP405
- Working Alone Checklist AF405-F
- Hour Zero (Emergency Response) Website