

**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"**

SECTION 800 – Facilities and Transportation

ADMINISTRATIVE PROCEDURE: SECURITY OF SCHOOL BUILDINGS

PROCEDURE CODE:	800 AP 004
Policy Reference: 800 – Facilities and Transportation	Exhibits: 800 E 001 – Application to Rent Facilities' Form 800 E 002 – Joint Use Agreement

PROCEDURE

1. All MHPSD buildings are fully equipped with fire and intrusion alarm systems directly linked to a third-party security monitoring company who dispatches the City of Medicine Hat Fire Department, and the Medicine Hat Police Service.
2. Fire and intrusion alarms will be inspected weekly to ensure efficient operation.
3. On school days, the control and operation of the intrusion alarm system will be the responsibility of the Principal, assisted by the Custodian.
4. On weekends and holidays, the control and operation of the intrusion alarm system will be the responsibility of each individual staff member who enters the building.
5. On all days between the hours of 12:00 a.m. midnight and 6:00 a.m., the intrusion alarm system will be automatically armed. Access to schools between the hours of 11:00 p.m. and 6:00 a.m. is not available without pre-authorized approval. All staff are to vacate the schools prior to 12:00 a.m. midnight before the school security system auto arms.
6. All schools are monitored twenty-four hours per day, 365 days per year through the fire and intrusion alarm systems.
 - 6.1. The City of Medicine Hat Fire Department may charge false alarms to the Division.
 - 6.2. As well, the third-party security company charges all intrusion alarms to the Division.
 - 6.3. Costs incurred for false alarms, due to the negligence of a staff member, will be passed on to the individual or the school for reimbursement.
 - 6.4. Repeat false alarms of more than 3 times by a single individual staff member may result in limited access for this staff member during afterhours and non-school days.

7. When an alarm is generated, the following takes place:

7.1. Fire Alarm

When a fire alarm is activated, the monitoring company notifies 9-1-1 who then immediately dispatches the Fire Department to the school. As well, designated Division staff are notified to converge at the school.

7.2. Intrusion Alarm

When an intrusion alarm is activated, the monitoring company notifies the call-out personnel who immediately attend to the school. Call-out personnel will contact Police and designated Division staff if required.

8. Intrusion Alarm Operation

8.1. On School Days

Regular school hours of 6:00 a.m. and 5:00 p.m., school access will be available at all entrances that have keycard readers once the security system has been initially disarmed at the main entrance. Exiting is available at all entrances during this time. Non-regular school hours between 5:00 p.m. to 11:00 p.m., school access is limited to the main entrance where the security panel and sign-in book are located. Keycards will not work at any other entrance during this time. All staff are required to exit the school prior to 12:00 a.m. (midnight).

8.1.1. School Opening

Upon arrival at the school in the morning, the first staff member on site, typically the Head/Day Custodian at approximately 6:30 a.m. disarms the security system. The first staff member on site must enter through the main entrance where the security control panel is located.

8.1.2. School Closing

Upon completion of the evening's duties, the last staff member on site, typically custodial staff, will be responsible for arming the security system. Prior to arming the security system, staff are to ensure there is no one else in the school. The last staff member must exit the main entrance where the security control panel is located. All staff are required to sign-in and sign-out during non-regular school hours, of 5:00 p.m. to 12:00 a.m. midnight.

8.2. On Non-School Days

School access and exit are limited to the main entrance doors only, where the security control panel and sign-in book are located. All staff must disarm/arm the security system as required, when using the school on non-school days. Upon arrival at the schools, staff are required to disarm the security system if it is armed and rearm as required.

8.2.1. To Enter the School

- Upon arrival at the school, the staff member enters the school through the



main entrance by swiping their key card over the card reader located just outside the entrance doors.

- Immediately after the staff member enters the school, they are to check the security control panel to see if the security system is in alarm. If the system is in alarm, they must disarm it by swiping their key access card over the security card reader located adjacent to the security control panel. Please note that there is approximately a 5 second delay when disarming the system. If the security system is already disarmed, the entering staff member should disregard the above instructions to disarm the security system.
- Once the system is disarmed, all staff entering the schools are required to sign-in the afterhours logbook provided.

8.2.2. To Exit from the School

- All staff are required to sign-out of the afterhours logbook and review it to ensure that no other staff remain in the school. If other staff are present in the school, then the staff member is to leave the school without rearming the security system.
- If all other staff have signed out, then the staff member must rearm the security system by swiping their key access card over the security card reader located adjacent to the security control panel. Please note that there is approximately a 5 second delay when arming the system.
- Within the preset time of 45 seconds which is indicated on the security control panel, the staff member must exit the school through this entrance, ensuring that the door is securely closed behind them. Do not walk back through the school to exit another door, as you will set off the alarm.

8.3. On all days between the hours of 11:00 p.m. and 6:00 a.m. the following morning access to schools is not available to staff unless they have received a pre-authorized approval from the Principal or designate. The Principal is to contact the IT Department to make the access change to the staff members key card at least 24 hours in advance of the request for access.

9. All doors are permitted from being blocked open at any time. Doors required to be unlocked during specific times such as recess, lunch breaks, activities, tournaments, events, etc. are to be requested by the School Administration through the IT Department so it can be scheduled to be open using the WatchNET Security System. This is a requirement of the Hour Zero – School Emergency Response Program.

Approved: June 12, 2006

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