

POLICY

SECTION:	FACILITY SERVICES	POLICY:	F-3
TOPIC:	FACILITY ACCESS AND INTRUSION ALARM	PAGE:	1 of 1
REVIEW DATE:	April 2017	DATE:	April 2012
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PURPOSE

In order to protect the Board's students, staff, facilities, equipment and assets and to provide reasonable access, the District School Board of Niagara supports the use of electronic access and security systems.

1. EXTERIOR ACCESS**(a) Design Standard**

Access to each Board facility will be controlled through the use of an electronic access system made up of a card reader proximity device and associated electronic door strike.

(b) Authority for Design

Facility Services is responsible for the design, installation and cost associated with the electronic access system. The design of these systems will be consistent throughout the District School Board of Niagara.

(c) Access

School Principals will have the authority to grant access to Board facilities by providing access cards to their school staff.

Facility Services Managers will have the authority to grant access cards to system support staff and community groups.

2. INTERIOR ACCESS

Distribution and management of interior school keys shall be the responsibility of the School Principal.

3. INTRUSION ALARMS

- Intrusion alarms shall be provided in all facilities where required to protect Board property.
- Each user accessing a facility shall be issued a personal access code which is to be used exclusively by that person.
- Any person or organization who improperly uses the system will be responsible for the cost of any alarm charges.

References

Policy C-1: Community Use of Schools
Administrative Procedure 5-34: Facility Access and Intrusion Alarm