

BUILDING SECURITY AND DOOR LOCKING

Effective 2024-25

Background:

From a security perspective, the most important function of an exterior door is for protection from the elements and to control entry for building security. For added security, access-controlled devices on egress doors have been installed on the main entrance doors at schools. The locking of these doors is electronically controlled from the school office, supplemented by an intercom and camera. The video camera displays the individual's image on a screen in the office allowing staff to know who is entering the building and impedes trespassers from entering the premises. The door can be unlocked by office personnel without having to leave the front desk.

If there is a security threat indoors, a lockdown is initiated, and interior classroom and office doors are locked to isolate occupants from the threat.

Procedures:

1. All schools shall utilize the video doorbell camera system to control building access.
2. Schools shall establish door-locking schedules for all exterior perimeter doors and determine responsibility for door locking.
3. All exterior doors, including the front entrance doors, will always be locked, and opened only for student and visitor access during designated school entry times. Schools must supervise access and implement a plan to move students safely through the school during recesses, lunch hours and outdoor activities.
4. Students will enter and exit the school using their designated doors, and parents/caregivers will meet their children outside their dismissal doors.
5. Students who arrive after doors are locked, as well as parents/caregivers and visitors, will be welcomed into the office through the front door after ringing the doorbell/video-monitored intercom entry system.
6. Staff will address the person through the video-monitored intercom entry system to determine if entry is permitted. Staff will ask applicable information including name, child's name, purpose of visit and request sign in at the office. Staff may also ask for photo identification if they are uncertain or do not recognize a person.
7. All visitors must sign in and out of the school at the main office, follow the visitor protocol and wear visible identification.
8. Principals shall remind students and staff, for safety reasons, not to open any locked doors for individuals attempting to enter the school. When doors are locked, all individuals must approach the front door and follow the above procedure.
9. Doors shall not be left propped open.
10. Food delivery services for staff and students in schools will not be permitted into the building without prior authorization of the Principal or designate.

11. For after-hours or community use, only one designated door shall be unlocked.
12. Schools shall contact the Facility Service Centre if adjustments, repairs or maintenance to doors or the video-monitored intercom entry system is required. Associated costs will be the responsibility of the school.
13. Principals shall update site-specific emergency procedures at the start of each school year and when any changes to the procedure occur. Review with staff at least once yearly.

Interior doors

14. Schools shall keep interior classroom doors in a locked state throughout the day to facilitate a quick lockdown in the event of an indoor security threat. This can be facilitated using door lock magnets which eliminates the need to look for keys to lock the door.

References:

Administrative Procedure 543: Access to Buildings and Keys
Administrative Procedure 546: Use of Division Facilities
Administrative Procedure 181: Video Monitoring
Administrative Procedure 160, Appendix 160-I: Visitors at the Worksite