



It shall be the responsibility of each School Principal to establish and maintain, in cooperation with the Facility Maintenance/Capital Project Supervisor, a security plan for the school.

Fire alarm systems will be installed in the buildings whenever they are required by law or are necessary in the judgement of the Principal and senior administrators.

Entrance keys may be issued to staff by the school administration and a log maintained. Lost keys must be immediately reported to the Facility Maintenance/Capital Project Supervisor. Keys must be returned to the Principal prior to a staff member leaving the employ of the School Division. Keys are for the exclusive use of employees and should not be loaned to anyone else.

Security systems (intruder alarms) are installed in some schools. Staff members will be given an individual pin number upon request. As fire and security systems are part of the premises, the Principal is responsible for inspecting them and reporting any malfunctions to the Facility Maintenance/Capital Project Supervisor.