

NLSchools refers to all public K-12 English schools and school related-facilities under the jurisdiction of the Department of Education, Education Operations Branch and all employees working therein, and all employees providing services and supports to such schools, including those who work in the areas of school facilities, student transportation, program implementation, student services, and procurement.

Policy Name

Facility Security and Access Control

Policy Statement

The Department of Transportation and Infrastructure will manage access to, and protection of, all properties to ensure the safety of assets and occupants of schools and other buildings within NLSchools.

Background

The purpose of this policy is to ensure that facilities are safe and secure for students, staff, visitors and community users, and to require accountability of access card/key holders by defining who has access to what facilities and/or rooms within facilities.

Scope

This policy applies to all staff and users/user groups availing of facilities within NLSchools.

Definitions

Access Card

Device for operating a card access system, including identification card or key fob.

Grand Master

Physical key or access card that can be used to open all the doors/locks in a region.

Master

Physical key or access card that can be used to open all the doors/locks in a single facility.

Alarm Code

Number sequence assigned to a user to allow them to arm/disarm an alarm system in a facility.

School Facilities Division

Refers to the School Facilities Division of the Department of Transportation and Infrastructure.

Policy Directives

1. The Director of School Facilities, Transportation and Infrastructure will implement a system of physical and/or electronic access control that will be implemented at all schools and school-related facilities within NLSchools. All sites shall be brought on the master system as resources permit.
2. Site supervisors are required to maintain sign-out logs of the keys and access cards used to access their facilities, as per the administrative procedures for this policy.
 - For schools, the principal is the site supervisor.
 - A site supervisor will be designated for other facilities.
 - At least once a year site supervisors are to validate the key/card sign out logs and report to the School Facilities Division, Transportation and Infrastructure via [Appendix B – Site Key Log](#).
3. Any person issued keys, access cards, and/or alarm codes are responsible to use this access only for the purposes required by their role, and to maintain the security of the access devices and confidentiality of codes assigned to them. Keys, cards and codes are not to be loaned or shared with any other person or entity.
4. Keys and cards remain the property of Transportation and Infrastructure.

Administrative Procedures

1. Distribution of Master Keys
 - a. **Grand Master Access Card/Key:** Assigned to the Superintendent of Schools, Senior Management Officials, and appropriate management staff, and, as required, support staff providing onsite support throughout the region.
 - b. **Master Access Card/Key:** Assigned to the Principal, Assistant Principal, and custodial staff as required for each building, along with temporary assignment to contractors as required.

- c. All Master and Grand Master keys are to be uniquely stamped with an identification number, which is to be recorded when the key is signed out. Keys made preceding this policy will be stamped and re-issued (signed out) by key-holding staff.
- d. Each region's master systems will be kept distinct and secure by the School Facilities managers and trades staff assigned responsibility for managing security.
- e. Any variation or additional assignment of Master or Grand Master access shall only occur with the written permission of the Director of School Facilities, Transportation and Infrastructure, or designate, based on a documented operational need.

2. Securing Facilities Operated by the Education Operations Branch

a. Electronic Access Doors – Accessible via Access Card

The School Facilities Division will strive to ensure that each school is equipped with at least one electronic access door. Schools will be permitted to request additional electronic access doors only if physically feasible, and the school has financial capacity to support it (e.g., proceeds from school year Community Use rentals).

b. Manual Lock Doors – Accessible via Physical Key

Each school is to be equipped with at least one exterior door which can be opened with a key in the case of emergency/power outage/etc.

c. The Schools Facilities Division will strive to expand the master key system such that, initially, at least one exterior door at every school will be on the master key system assigned to that region. Ultimately, all facilities should have full utilization of the master system.

d. The School Facilities Division must authorize creation/duplication of keys/programming of access cards, re-keying of locks, and installation, repair, and replacement of lock hardware.

e. Circumventing or modifying security (including barring open exterior doors) and/or modifying or tampering with lock hardware is strictly prohibited.

f. The unauthorized transfer or duplication of keys/cards and/or sharing of alarm codes is considered a serious breach of security and may result in disciplinary action for an employee.

g. Upon closing a school permanently, or when a school is temporarily closed for an extended period while undergoing significant maintenance, external doors shall be re-keyed to restrict access.

3. Access to Facilities

- a. Keys, access cards and, if applicable, security access codes may be assigned to:
 - i. school administrators, teachers, other staff as required for the performance of their duties; and
 - ii. Community users who have obtained permission to access the facility through the Community Use of Schools Policy.
- b. Facility security staff will keep records of all keys, cards, and access codes assigned to schools.
- c. Site supervisors will maintain logs of who has been assigned keys, cards, or codes via the appropriate sign-out sheet in **Appendix A – Key and Access Card Agreement**.
- d. At least once a year, site supervisors are to validate the key/card sign out logs and report via **Appendix B – Site Key Log**.
- e. Loaning or transferring keys is strictly prohibited. The authorized user who has signed out a key/card is responsible to return the key/card to the appropriate authority for redistribution or disposal.

4. Disarming and Arming the Security Alarm System

Where security alarm systems are employed:

- a. Authorized key/card holders accessing facilities must determine the status of the security system upon entering and before leaving the building.
- b. The last person to exit the building must re-arm the security system using the code assigned to them.
- c. In the case of false alarms, the following is the cost-recovery policy:
 - i. Community Use groups: will be billed directly for the cost incurred.
 - ii. Staff: School accounts will be charged for staff-generated false alarms.
 - iii. Physical plant issue: School Facilities Division will address costs.
 - iv. Habitual failure to arm the building and/or to cause false alarms may result in termination of access rights.

5. Damaged Electronic Access Cards

- a. Cards damaged from normal wear will be replaced at no charge to staff.
- b. Cards exposed to excessive or chronic damage, will result in a replacement charge to staff on a cost recovery basis.

- c. Cards willfully damaged will result in a charge to the cardholder on a cost recovery basis. Transportation and Infrastructure may opt not to reissue a card and/or refer the matter to the Human Resources Division.

6. Lost Electronic Access Cards/Keys

- a. Staff who are assigned Grand Master or Master keys or cards are required to notify the School Facilities Division in writing immediately of the loss of a key. Serious consequences can result from this loss, and school facilities must be secured for occupant safety and to prevent theft or damage.
- b. Staff members are required to notify their supervisor as soon as they realize their key/card is missing/lost; supervisors are then to inform the School Facilities Division in writing.
- c. Community Use Groups are to contact the person who approved their use of schools (the school administrator or School Facilities Division) as soon as they realize their key/card is missing/lost.
- d. Keys must be held securely by the person who has signed them out – ensuring there is no identification of the key e.g. on the keychain. Keys are not to be left unattended in vehicles, on/in desks, in doors, etc.
- e. Written reports of the lost key/card must include:
 - i. When and where the key/card was last seen;
 - ii. If there is any location identifying features with the key/card (i.e. what it will open);
 - iii. Particular details concerning the situation that would assist in risk analyses (e.g. if the key/card is likely misplaced at home vs stolen while at school).
- f. The cost of re-keying or cancelling/re-issuing cards will be borne by the school for keys/cards issued by the principal, or by the division that authorized the issuance of the key/card.
 - i. Staff may be charged for the re-keying and referred to Human Resources for disciplinary action if the loss is a result of negligence, disregard, or improper control of keys/cards.
 - ii. Community Use Groups will be charged for any re-keying that results from their loss or misuse of keys/cards.
 - iii. Specific Community Use groups may lose access to all facilities if they have outstanding accounts or demonstrate a pattern of misuse of access keys/cards at any facility.

7. Deactivation of Electronic Access Keys:

Deactivation of Electronic Access Keys may occur due to the following reasons:

- a. During major facilities projects (construction/renovation/summer cleaning/etc.). Summer access for Educational Staff may be limited up until the last week of August in order to provide time for facilities staff to properly clean and maintain school buildings.
- b. When there are security concerns concerning building access.
- c. For Summer Community Use - The use of school facilities in summer time will be granted as per Community Use Policy, potentially restricting access for normal school year staff.

8. Surrendering Keys/Access Cards

All keys and cards are required to be returned under the following conditions:

- a. Supervisors are required to ensure staff who retire or resign return their keys/cards.
- b. School administrators are required to collect keys/cards from Community Users (September to June) whose allotted time has expired.
- c. The School Facilities Division is responsible to collect keys/cards from contractors or Community Users (July-August).
- d. Supervisors are required to collect keys/cards from staff who will be on medical, parental or other leave of absence if the individual will be, or has been, away from their position for a period longer than one month.
- e. Human Resources, or other management person in attendance at a termination or suspension meeting, are responsible to obtain keys and cards from those having their employment terminated or suspended.

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APPENDIX A – Key and Access Card Agreement

I, the undersigned, acknowledge receipt of the keys/cards as listed on this document.

I acknowledge use of this key/card is subject to the Policy: Facility Security and Access Control and its associated procedures. I acknowledge it is my responsibility to fully acquaint myself with this policy and the responsibilities it places upon me. These responsibilities include:

1. Keys/cards must be held securely by the person who has signed them out – ensuring there is no identification of the key e.g. on the keychain. Keys/cards are not to be left unattended in vehicles, on desks, in doors, etc.
2. Barring open exterior doors (e.g. with rocks, sticks, pylons, etc.) is strictly prohibited.
3. The unauthorized transfer or duplication of keys/cards and/or sharing of alarm codes is considered a serious breach of security and may be subject to disciplinary action.
4. Loaning or transferring keys/cards is strictly prohibited.
5. Staff may be charged for the re-keying and referred to Human Resources for disciplinary action if the loss is a result of negligence, disregard, or improper control of keys/cards.
6. Community Use Groups will be charged for any re-keying that results from their loss or misuse of keys/cards.
7. Lost keys or cards must be promptly reported as per the administrative procedures.

I understand that any violation of this agreement may render me responsible for expenses incurred from unauthorized access I cause or allow, and or expenses related re-keying any area affected.

I also agree all keys signed for will be turned over to the School Facilities Division, Transportation and Infrastructure, or its authorized representative, when requested.

School/Building: _____

Key number: _____ Access Card (Y/N) _____

Date: _____(dd-mm-yy)

Name (Print): _____

Group Name: _____

(for Community Use or Contractors)

Phone #: _____ Email: _____

Signature: _____

Office Use Only	
Key Returned to: _____	Date: _____

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APPENDIX B - Site Key Log

Once per year the site supervisor shall review all sign out sheets to confirm that they can account for all keys that have been assigned - i.e., keys identified as either signed out, physically accounted for, or missing/not returned. Should any keys be signed out to individuals or groups no longer associated with the facility, the site supervisor must document what steps they have undertaken to get the key returned.

School/Building: _____

Date: _____

Name (Print): _____

I confirm that I have reviewed all sign out sheets and all keys held by me for the purpose of signing out, and I (check one):

_____ Confirm all keys/cards are accounted for

_____ Have found the following keys/cards are not accounted for and/or should be returned:

Key #	Signed out to	Action taken to retrieve key/card

Signature: _____

Please return completed form to the Manager of Facilities for your area