

## AP 182 – SECURITY ALARM PROCEDURE

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### Background

All facilities will be equipped with an intrusion alarm system. It is the Principals responsibility to ensure the system is armed and operational when the school is unoccupied. The alarm system will be set to full audible alarm to ward off intruders.

### Procedures

The Principal is responsible to maintain a “call list” that is to be filed with the Chief Financial Officer who will in turn file with the security alarm company. The call list will have at least three school contacts that include Administration and caretakers and will have division maintenance and central office personnel as last calls.

Principals will be responsible to ensure all staff are aware of the operation of the intrusion systems and what to do if there is a false alarm. The contact information for notification of the RCMP, security and Head caretakers is to be posted along with alarm instructions by the alarm pads and office secretary telephones in each school. If there is a false alarm the security company is to be called immediately by the staff member who falsely set off the alarm so the alarm may be cancelled and avoid dispatch of the police. The staff member shall also immediately cancel the alarm panel.

Police are to be dispatched to the school if there is an alarm and the security company is to phone the first available person on the call list. The police will do a walk around of the facility to ensure the school has not been breached. If the school has been breached then personnel should not enter the facility without police or multiple staff presence. Police will perform a walk-through of the building with the staff to ensure the building is safe.

Staff are to be in communication with alarm company if the police don't show. On occasion police will do a quick check of the facility to see if all is secure and may leave before the staff arrives.

If there is damage to the facility, like a broken window or door, staff is to secure as best as possible and to reset alarm. The school should have a basic supply of maintenance materials on hand to do a preliminary fix. Caretaking, as part of their maintenance agreement, are responsible to make sure facility is fully secured and arrangements are made to complete a proper repair. Should the caretaker be absent, division maintenance staff are to be contacted. All staff are to be advised annually of the security alarm system.