

**DIVISION:** Operations

**Policy #:** OPER-605

**POLICY NAME:** Facility Security and Access Control

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### **POLICY STATEMENT**

The Newfoundland and Labrador English School District (“District”) will manage access to, and protection of, all properties to ensure the safety of District assets and occupants.

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### **BACKGROUND**

The purpose of this policy is to ensure that District 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.

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### **SCOPE**

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

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### **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.

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**APPROVED:** June 16, 2018

**AMENDED:** \_\_\_\_\_

## **POLICY DIRECTIVES**

1. The Director of Facilities and Custodial Management will implement a system of physical and/or electronic access control that will be implemented at all District owned/operated facilities. All sites shall be brought on the District 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/Regulations for this policy.
  - For schools, the principal is the site supervisor.
  - A site supervisor will be designated for other NLESD facilities.
  - At least once a year site supervisors are to validate the key/card sign out logs and report to Facilities Division via Appendix B (see: Related Docs).
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 in the District, 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 the District.

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**APPROVED:** June 16, 2018

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