

# **522 BUILDING ACCESS AND SECURITY**

## **Belief**

The Maskwacis Education Schools Commission (MESC) follows cultural and traditional teachings of the Maskwacis Cree, in particular Wahkohtowin. Wahkohtowin is the belief that all things are related and connected, that all of existence has spirit and that living in a good way requires us to maintain good relationships with each other and other aspects of existence. We recognize that respect for mother earth, elders, youth, and the Treaties are paramount to planning ahead and making decisions for future generations.

The MESC is responsible to ensure school property is accessed by appropriate personnel to ensure the safety of its staff and students as well as for the protection of its resources.

## **Procedures**

### **Keys, Fobs and Access Codes**

1. The Director of Facilities or designate is responsible for the maintenance and issuance of access to buildings via keys, fobs and access codes.
  - 1.1. Site Supervisors will keep keys, records onsite.
  - 1.2. Spare keys shall be kept in a safe or a locked room if a safe is not available.
  - 1.3. Site Supervisors will issue and retrieve keys as required.
2. The Director of Facilities or designate is responsible for all issuance of keys required for Capital projects.
3. The Director of Facilities or designate shall maintain up-to-date and comprehensive key, security access code, and fob records as per there distribution.
4. The Director of Facilities or designate is responsible for all cutting of keys, re-keying of locks, repairs or replacement of locking hardware and programming of access devices.
5. All requests for facility and room access by an employee shall be made to the Site Supervisors or their designates.
6. Site Supervisors will request lock/fob repairs, replacement and additional keys and fobs from the Director of Facilities or designate or designate.

7. A loss of a key means that the locks associated with that key will need to be rekeyed and therefore all lost keys must be reported to the Director of Facilities or designate immediately.
8. Occasionally facilities are booked for events outside of regular custodial hours. Keys can be signed out for the event by an employee assigned to supervise and must be returned to the Site Supervisor the next business day.
9. All employees are responsible for ensuring that appropriate measures are taken to prevent unauthorized use of keys or fobs by following these guidelines:
  - 9.1. No Commission keys or fobs (including alarm codes) are to be shared with other staff, students, or unauthorized persons.
  - 9.2. No Commission keys or fobs are to be left unattended.
  - 9.3. Commission keys are not to be duplicated.
  - 9.4. Employees must report lost, stolen or damaged keys to the Site Supervisor immediately. The Site Supervisor must report the loss of the keys immediately to the Director of Facilities or designate.
  - 9.5. Employees must return keys and fobs immediately when requested by the Site Supervisor; when they are no longer employed by the Commission, when reassigned or when on a leave of longer than three months.
  - 9.6. School Keys are to be returned to the Principal at the end of the school year and reissued at the start of each school year. Access during the summer break is to be coordinated with the Director of Facilities or designate.
  - 9.7. All employees will be required to sign a key agreement when issued keys and fobs/codes. [MESC Key Agreement Form.docx](#)
  - 9.8. Custodial keys will be left in a lock safe after each shift in the custodial room.

## **Employee Access**

10. Teachers shall have access to assigned schools to prepare classrooms, provide instruction, attend school functions and supervise extra-curricular activities.
11. Employees are responsible for the security of the building and must ensure that the facility is armed when they are the last person out of the building.

12. Employees not resident to a building must sign in and present their ID badge to reception prior to accessing the building. ID badges must be visible at all times when on MESC property
13. When maintenance or capital renovation work is being completed in a particular area, the employee cannot access this area without prior approval and the required PPE.
14. The Director of Facilities or designate will provide school administration with a custodial cleaning schedule prior to each scheduled break so that staff can be informed of work that impacts their ability to access a space during a scheduled break

### **Contractors and Outside Agencies**

15. All requests for facility access by others such as maintenance contractors or community agencies shall be made to the Director of Facilities or designate.
16. All keys, fobs and Visitor ID badges for Contractors will be issued by the Site Supervisor or designate; access for the purposes of maintenance work will **NOT** be issued by school and/or site administration.
17. ID badges must be visible at all times when on MESC property.
18. Keys, fobs and ID badges will be returned by the contractor after the work is completed and when there is a break in activity greater than one week.
19. Contractors and Outside Agencies granted access to a MESC facility shall:
  - 19.1. Enter only the areas for which they have been granted Access.
  - 19.2. Entering hazardous areas only when competent to do so and authorized to do so or under the direct supervision of someone who is authorized to do so.
  - 19.3. Report non-compliance to the Director of Facilities or designate or designate.
  - 19.4. Respect the direction of MESC Security personnel and MESC Site Supervisors/Principals.
  - 19.5. Return keys/cards when the need / purpose for which they have been issued is no longer valid.
  - 19.6. Report lost keys or Access Cards to the Director of Facilities or designate or designate
  - 19.7. During the normal MESC working hours comply with all MESC emergency protocol

19.8. Respect that MESC facilities are primarily a learning environment and that student safety and learning are priorities and behaving in a professional manner is paramount.

**References**

MESC Board of Governors Policy; EL-5

MESC OH&S Manual

545 Use of School Facilities or Grounds

MESC Emergency Response Manual