

SECURITY PROCEDURES ALARM SYSTEM

The following general procedures will be used for the alarm system at the Boissevain and Killarney Schools.

1. Monday-Friday
 - a) First person to school in a.m. disarms security system
 - b) Evening custodian, or designate, alarms security system upon leaving
2. After Custodial Hours on Monday-Friday, every Saturday and Sunday, and all Holidays
 - a) First person to school disarms security system and signs in.
 - b) Last person to leave is responsible for alarming the security system after they sign-out.
3. Sign-in/out sheet will be kept in one designated room in the school at all times. It is very important that everyone in the building signs in and out after custodial hours and on weekends.
4. System is set to automatically alarm at midnight on Friday, Saturday and Sunday evenings.
5. Under no circumstances can a security code be given to another person. If a code is shared in an unauthorized manner, security privileges will be withdrawn.
6. Specific training for alarming and disarming the system will be provided to those staff with security codes.
7. Sign-in/out sheets will be forwarded to the Division Office once completed.