

## Administrative Procedure 543 - Key and/or Access Card Control

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### Background

The Division needs to ensure that school buildings are safe and secure for the students, staff, and lessees and accountability of all key holders when entering, using and leaving a Division building, and to protect Division staff, schools and buildings.

Each person using Division keys and/or an access card is responsible for the management and safekeeping of the Division's key and for ensuring that there is appropriate security to prevent unauthorized use of the key and unauthorized access to the Division's schools and buildings.

### Procedures

1. Outside keys and/or access cards that permit the access to Division facilities are the property of the Division and may be recovered at any time.
2. Keys and/or access cards can be issued to Division staff and designated persons.
3. An extra key will be provided to the school which can be signed out through the Principal.
4. The Principal must not issue any school keys and/or access cards to any other person including, for example, an outside contractor working at the school, a community, lessee or parent group using the school.
5. In addition to issuing keys and/or access cards under section 1 and 2, the Director of Facilities is responsible for issuing and collecting keys and/or access cards required by authorized non-school-based Division employees and authorized contractors.
6. All cutting of keys, re-keying of locks, repair or replacement of door hardware, keys and locks and security system reprogramming for all Division facilities must be requisitioned through the Director of Facilities. This requirement is in place in order to maintain the integrity of the key and access systems installed in Division facilities and to ensure compliance with the *Alberta Building Code* and *Alberta Fire Code* regulation.
7. The Principal is responsible for coordinating after-hours school access for school-based Division staff by ensuring that the site-based entry/exit procedures are understood and followed.
8. The Assistant Superintendent of Human Services is responsible for issuing and collection of all keys and/or access cards.
9. All lost or stolen keys and/or access cards must be reported to the Director of Facilities and the Secretary-Treasurer as soon as possible after the loss has been identified.
  - 9.1. Following the loss or theft of keys, the building doors must be re-keyed and new keys issued for the site.

9.2. The cost of rekeying is the responsibility of the site for which the keys were issued.

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Reference: Section 33, 52, 53, 68, 196, 197, 204, 222, 225, 256 Education Act

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