

## **BUILDING SECURITY**

### **Background**

To provide procedures for gaining appropriate access to secured buildings by authorized individuals; to enhance personal safety for all members of the PRSD community; and to facilitate timely access or evacuation in case of emergency.

### **Procedures**

1. Exterior Doors
  - 1.1 Will be locked at all times with exception:
    - 1.1.1 of supervised scheduled arrival and departures.
    - 1.1.2 of supervised approved outdoor instruction or break times.
2. Interior Doors
  - 2.1 Will be locked at all times.
  - 2.2 Doors with automatic closers are fire doors and must not be propped open.
3. Windows
  - 3.1 Exterior windows will be secured when room is not in use.
  - 3.2 During the event of a lockdown interior and exterior windows will be covered when safe to do so.
4. Keys
  - 4.1 Careful control of keys is an important part of maintaining building security as per Administrative Procedure 543 – Keys and Access Systems.
5. Identification Tags
  - 5.1 All divisional personnel will wear a Division issued picture identification tag.
    - 5.1.1 Identification tags that are also building access cards must follow AP 543 – Keys and Access Systems.
  - 5.2 Visitors will be required to wear a visitor's tag.
6. Site Attendees Management
  - 6.1 All divisional staff will make use of their site log in systems (peg board, Simple In/Out etc.).
  - 6.2 All visitors will sign in and out of the site visitor login system.
  - 6.3 This procedure does not in any way take precedence over the standards set out in current legislation, safety, fire and/or building act, regulations or codes.

Adopted/Revised/Reviewed: JUNE 2017/JUL 2023