

Security/Hallway Monitors Policy

Lines of Business: General Liability, Worker's Compensation

Risk Control Strategy/Key Issues: Develop a policy to monitor activity within facility buildings and grounds

Suggested Program Elements:

1. Policy Statement:

- Assign responsibility and accountability
- Zero tolerance to unauthorized access

2. Organization:

- Establish security team
- Review access points
- Establish controls for access points
 - Doors (Schools single access to general public)
 - "Panic" hardware on other locked access points
 - Other access points (doors) under observation
 - Security staff
 - General staff
 - Closed circuit camera
 - Locked during non-operational hours
- Windows
 - Locked during non-operational hours
 - Restricted opening dimensions

3. Facility Visitors:

- Verification of vendors identity
- Visitor badges provided
- Sign in required
- Badges must be worn openly policy

4. Employee's Responsibilities:

- Responsibilities for facility lock up assigned
- Visitors without badges protocol established
 - Assistance in finding sign in area provided
 - Escorted back to main area
 - Security/Police contact protocol established

5. School Facilities:

- Hall/washrooms checked on scheduled basis
- Same sex staff unannounced washroom visits

- Designated staff in halls during changes

6. Perimeter Lighting:

- All facilities
- All parking areas
- Gates to fenced in areas

Program Activities Calendar:

- Weekly informal security review
- Monthly formal access check
- Annual program audit and review of documentation

Web Site Links:

- U.S. Department of Justice
<http://www.usdoj.gov>
- U.S. Department of Education
<http://www.ed.gov>

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