

Multnomah Education Service District

Code: **EC-AR(2)**
Adopted: 5/17/11
Amended:
Reviewed:

Security of Buildings and Grounds

Building Key Control

Each employee has a responsibility to assist in the maintenance of controlled access to MESD property and facilities.

The following key control procedures will be followed by ALL staff:

1. An MESD employee who is issued keys is responsible for those keys and is subject to all provisions of this procedure. Keys also include Sonitrol identification card keys;
2. Key(s) shall not be loaned or duplicated. Any employee who duplicates or loans his/her MESD key(s) will be subject to disciplinary action;
3. An employee who loses his/her key(s) or whose key(s) are stolen will notify facilities services, if Ainsworth site or their building administrator for other MESD buildings, immediately;
4. A request for any key(s) must be made directly to facilities services by the appropriate cabinet director, or building administrator;
5. With the exception of key(s) issued to permanent and substitute staff members, all additional keys shall be kept in facilities services. Leased building keys are the responsibility of the lessor;
6. A report of any lost or stolen key(s) must be made to the appropriate administrator within 24 hours. The individual may be responsible for the cost of replacement of the key(s) and may be liable for the cost of rekeying if this procedure is required to assure security;
7. Each employee must secure his/her room when it is vacated including securing and/or locking windows and doors;
8. The appropriate supervisor will be responsible for collecting all staff keys on or before the last day of work if an employee resigns or is terminated;
9. In the event an employee fails to turn in his/her key(s), he/she may be liable for the cost of replacement and/or cost of rekeying, if necessary, to assure security.
10. Schools and programs or their staff may not install their own locks.

Buildings and Grounds Security

It is the responsibility of the Board to provide for safety in the facilities under its jurisdiction. The superintendent or designee has authority to set minimum standards, provide services to schools and monitor safety programs.

1. Responsibility of the safety officer
 - a. The safety officer, under the general direction of the superintendent or designee, is the primary representative of MESD on matters of safety.
 - b. The safety officer will establish a safety committee. This committee will meet on a regular basis to discuss issues related to safety and security in MESD.
 - c. The safety officer will bring concerns from the safety committee to the Risk Management Operations Committee (RMOC).
2. Responsibility of the program supervisor/principal

The program supervisor/principal is responsible for the safety of students, staff and visitors in a facility. The program supervisor/principal will:

- a. Ensure compliance with rules and regulations for maintenance of public order on MESD property;
- b. Implement a safety plan as approved by the safety officer and carry out Board policies, regulations and directives that pertain to safety;
- c. Update the safety plan yearly to reflect changing problems and conditions and submit the year's plan to the safety officer;
- d. Establish rules and procedures for visitors;
- e. Consult and cooperate with the facilities services coordinator on matters of security;
- f. Summon the assistance of police or other law enforcement or public safety agencies in appropriate situations and cooperate with these agencies where criminal acts on MESD property are involved;
- g. In all cases where a crime has been committed, the building administrator shall immediately notify the police and the cabinet director who will notify the superintendent, safety officer, facilities services coordinator. The superintendent will notify the risk manager.

In cases where police are called to investigate an alleged offense committed on MESD property, the administrator may permit police to interview complainants and witnesses.

Procedures for Reporting Incidents

The program supervisor/principal must report all incidents which occur in or about MESD premises and all incidents which occur in connection with MESD activities away from MESD premises, using the incident report form provided by MESD. In all cases where a loss of MESD property occurs, a copy of the Property and General Liability Incident Form- EC-AR (3) must be forwarded with the incident report to the facilities services coordinator and the risk manager.

- a. Incident reports will be prepared by the administrator or by an authorized staff member. When completed, incident reports will be signed by the administrator.
- b. Completed and signed incident reports will be sent no later than the working day following the incident to the safety officer and the superintendent or designee. A copy will be retained by the administrator.
- c. The program supervisor/principal must make an immediate telephone report to the cabinet director. The cabinet director will notify the superintendent or designee in cases of serious criminal incident, arrests, injury resulting from criminal acts or serious incidents of disturbance or confrontation. The superintendent will notify the risk manager. In addition to the telephone report, the program supervisor/principal must complete and mail the incident report form.
- d. Where a telephone report has been made, the completed report must carry a notation to this effect and the date and time of the telephone report.