**Waterloo Region
District School Board**

ADMISSION OF STAFF TO SCHOOLS
USING CARD ACCESS

Responsibility:	*Superintendent, Human Resource Services* *Manager, Health, Safety & Security* *Security Systems Officer*
Legal References:	*Nil*
Related References:	*Nil*
Revisions:	
Reviewed:	*January 2016*

1. Preamble

1.1 The following procedure provides guidelines and expectations regarding proper card access use.

2. Keyless Entry Procedures

2.1 Entry is by pre-programmed access card only. The programmed cards are to be used only at the school the card was assigned to.

2.2 **All school sites have a door lock** keyed to special MEDECO BI-axial cylinders for emergency access if access card system fails. On call Board maintenance personnel have Medeco Bi-axial keys to access the building.

3. Access Cards

3.1 Access cards are assigned through the department Manager/Principal or designates at each work site.

3.2 It is the responsibility of the department Manager or school Principal or designates to cancel and retrieve access cards for staff that leave their site.

3.3 Each staff member is responsible for one numbered access card registered in his or her name. Access cards are only to be used by the person registered for its use. Staff is not to borrow access cards or lend them out to other staff.

4. Card Use

4.1 On school days (Monday through Friday), the first card to access the school after 6:00 a.m. will disarm the system. The system will stay disarmed until 11:40 p.m. unless quick armed. The system is quick armed at the keypad by the afternoon custodian upon leaving the building at the end of their shift. Quick arm code is 0099, then 1234 on the keypad. Push the button below the word "On" on the keypad screen and exit. There is a 90 second built in delay to allow time to exit.

4.2 On school days (Monday to Friday), where there is no afternoon custodian, the last staff person to leave must quick arm the system. Staff must be instructed on quick arm procedures noted in 3.3 and familiar with the keypad location.

4.3 Outside the hours of 6:00 a.m. to 11:40 p.m., Monday through Friday, cards must be used every time you enter and leave the building.

4.4 Access cards used outside their programmed set time will be denied access. These times could change on holidays and summer time.

4.5 As you approach the door, present your card to the reader. It is a proximity reader so the card only needs to be within range to read your card. Do not swipe your card.

4.6 If the reader recognizes your card as valid, the light on the reader will go from red to green. At this time the electric strike will release and the door can be opened. The release time is approximately 10 seconds.

4.7 If you fail to open the door in time, you must present the card a second time to turn the reader from red to green.

4.8 If the light does not turn green but flashes instead, then it does not recognize the card as a valid user or you are outside the card's programmed set time.

4.9 Remember you must always card in upon entry and card out when you leave school buildings.

4.10 If you card in and fail to card out upon leaving, you are responsible for leaving the building unguarded.

4.11 Continued improper use of the card will result in its de-activation initiated by your department Manager/Principal or designates.

4.12 During regular business hours, for lost/stolen/broken access cards, notify your department Manager/Principal or designates immediately. After hours, contact the Board's after hours answering service at 519-749-3838. Do not call the Health, Safety and Security Department.