



**Official Procedure
of
Ogden Preparatory Academy**

5. Facilities

5.05.PRC.1 Security Procedures for Non-Business Hours

Effective/Revision Date: 02/01/2018

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Purpose:

The purpose of this procedure is to provide additional safety for employees as well as ensure the security of OPA's facilities.

Definitions:

Before Hours: Monday - Friday 12:00 am to 6:59 am on scheduled school days

After Hours: 4:01 pm to 11:59 pm on scheduled school days

Weekend Hours: Saturday - Sunday 12:00 am to 11:59 pm during the scheduled school calendar

Business Hours: Monday - Friday 7:00 am to 4:00 pm on scheduled school days; Business hours shall be communicated and posted for non-school days.

Closed Door: Door has been closed sufficiently to enable alarm sensors, and the door's latch is in place.

Propped Door: Preventing the door from closing completely, with or without an object.

Stipulations:

(For building use other than during business hours)

1. When entering and/or leaving the building, other than during business hours, all employees shall ensure *all* exterior doors are closed and locked. Employee must walk the building, upon entering and/or before leaving, to ensure that *all* exterior doors are closed.
2. All administrative areas must remain locked. If an employee needs to access an administrative area, they must ensure that the area is locked and no one is in the area when they leave.
3. No door shall be propped open. It is against fire code and our safety measures to prop any door open with an object other than a built-in door stop for any amount of time.
4. Students shall NOT be in the building unattended. If an employee is in the building with students, the employee shall maintain supervision of students and ensure students are accounted for at all times. After all students have been accounted for and escorted out of the building, the employee shall secure the building.
5. All employees are required to make an "all call" announcement prior to arming the building to ensure that no one else is present.

6. Employees shall NOT “bypass” an arming alert. If the alarm front panel states that a door is open upon arming, the employee must check the failing door and ensure that it is closed and then re-attempt the arming process.
7. For additional security, the perimeter may be armed while an employee is inside the building. The Building & Systems Administrator can provide information on how to arm specific areas of the building.

If the employee discovers problems with the building security, they should contact the Building & Systems Administrator. Examples: 1) Inability to set the alarm due to an arming alert and the door is verified to be closed. 2) Arrive in the building after hours and discover an open door.

Failure to comply with these procedures will result in the employee being denied access to the facilities outside business hours.

Document History

Approved: 02/01/2018

Legal References