

NON-INSTRUCTIONAL SERVICES: Physical Plant Services

Safety and Security

I. PURPOSE

TO ESTABLISH GUIDELINESS FOR THE SAFETY AND SECURITY OF THE PHYSICAL PLANT FACILITIES OF BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS).

II. GUIDELINES

A. SECURITY

1. The Department of Physical Facilities will schedule necessary staff coverage, within budgetary limitations, to provide security for the school plant.
2. [All schools will have at least two eight-hour shifts, with five-day-a-week coverage and weekend security checks. Additional personnel will be employed when and where necessary.
- 3.] THE OFFICE OF SECURITY WILL CONDUCT security checks [will be made] during all scheduled holidays AND WEEKENDS ON A ROTATIONAL BASIS.

B. VIDEO CAMERAS

1. VIDEO CAMERAS WILL BE MOUNTED IN SUCH A MANNER AS TO PROVIDE A VIEW OF PUBLIC AREAS TO MONITOR AND PROTECT SCHOOL SYSTEM ASSETS AND MAY BE USED TO INVESTIGATE CRIMINAL ACTIVITY.
2. CAMERA IMAGES WILL BE RETRIEVED AND REVIEWED BY SCHOOL SYSTEM PERSONNEL WHEN REQUIRED BY LAW AND/OR IN ORDER TO SUPPORT THE GOALS AND INTERESTS OF THE SCHOOL SYSTEM.
3. ONLY SCHOOL ADMINISTRATORS AND AUTHORIZED STAFF OF THE OFFICE OF SECURITY SHALL HAVE ACCESS TO CAMERA SYSTEM DATA.

C. BOILERS

Operations personnel who operate boilers shall attend an in-service program on boiler safety PROVIDED BY THE DEPARTMENT OF PHYSICAL FACILITIES.

III. RESPONSIBILITY

- A. THE DEPARTMENT OF PHYSICAL FACILITIES SHALL ESTABLISH PROCEDURES TO ENSURE THE SAFE OPERATION AND MAINTENANCE OF THE SCHOOL PLANT.

- B. EMPLOYEES SHALL COMPLY WITH ALL SAFETY REGULATIONS AND BCPS SAFETY GUIDELINES/PROCEDURES AND REPORT SAFETY HAZARDS OR UNSAFE CONDITIONS TO THEIR SUPERVISOR.

RELATED POLICIES: BOARD OF EDUCATION POLICY 2352, *HEALTH AND SAFETY*
BOARD OF EDUCATION POLICY 3510, *OPERATIONS*
BOARD OF EDUCATION POLICY 4007, *PERSONAL PROTECTIVE EQUIPMENT*

Rule
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Superintendent of Schools