

BREAK-INS, THEFTS AND VANDALISM

Background

In the event of a break-in, theft or vandalism, the Principal or designate shall report the incident immediately to the Supervisor of Facilities if necessary and to the Royal Canadian Mounted Police.

Procedures

1. The Principal or designate is to ensure that the building, equipment or property is secured.
2. The Principal or site based Supervisor shall forward a service request to the Supervisor of Facilities. Where the incident involves technology equipment or technology infrastructure, the Information Technology Department shall also be notified.
3. The Chief Financial Officer may instruct the Principal, site based Supervisor or designate to proceed with replacement and repair of equipment.
4. The Supervisor of Facilities will consult with the Chief Financial Officer regarding substantial construction or maintenance costs as a result of damage. This will be done in anticipation of further direction from the Director.
5. Where there is legal basis for claim that a student has been involved in the act of vandalism, the Principal, in consultation with the Supervisor of Facilities, may seek restitution. In the event of non-compliance, the matter may be referred to the Chief Financial Officer for appropriate action.

Reference: Sections 85, 87, 175 Education Act

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