



Building Staffing in the Event of Security System Failures OPS-P009

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure applies to the staffing of district owned/operated facilities in the event of security system failures, either by malfunction or otherwise.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Chief Operating Officer (COO)
- 2.2 Building Maintenance Manager
- 2.3 Building Services Manager
- 2.4 Principal/Facility Manager
- 2.5 Lead Custodians

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Operating Officer

4.0 DEFINITIONS:

- 4.1 Normal operating hours: those hours in which the building is scheduled to be opened. Anything outside of that is considered 'after normal hours'. If the security alarm is out of order, the building will be locked but no staff member will occupy the building after normal hours.

5.0 PROCEDURE:

- 5.1 The building Principal is notified by phone of a security or fire system failure by the designated alarm monitoring company.
- 5.2 The Building Maintenance Manager is also notified and determines that there has been an outage of one or more buildings that will last for a prolonged period beyond normal operating hours.
- 5.3 The Building Maintenance Manager informs the COO of the outage.
- 5.4 The COO will make the decision to staff buildings if the fire alarm is out of order and informs the Building Services Manager of the decision.
- 5.5 The Building Services Manager will then alert Principal/Facility Manager and Lead Custodian at each building with an affected fire system who will assign a custodian to occupy the building as a fire watch until the building can be protected by the electronic system or the building reopens for normal operations.
 - 5.5.1 Principals/Facility Managers and/or Lead Custodian will provide a contact name and phone number to the Building Services Manager for the custodian that will occupy the building.



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5.5.2 The staff member occupying will perform hourly building fire safety checks for the entire building.

6.0 INTERACTIONS:

6.1 Technology

6.2 Instruction

7.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
9/23/19	IR	Initial Release
5/6/25	A	Changed "Custodial and Warehousing" Manager to "Building Services" Manager throughout document. Formatting change from left alignment to justified.

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