

15 April 2010

Attn: Don Boyd, Principal

Re: Security Meeting – 14 April 2010

As discussed at last night's meeting, all security individuals are on site to ensure that all grads / guests are respectful. In the event that a concern should arise, security is to advise the school administrative staff who will also be on site. They are:

- Don Boyd, Principal
  - Laurie Wheldon, Vice Principal
  - Don Bold, Vice Principal
  - & a number of other teachers
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- All grad / guests are required to remain on site, in the designated dry grad area from approximately 5:00pm (arrival of the parade) to approximately 4:30am; If an individual has an issue, advise administrative staff & the situation will be handled according by administration
  - All grad / guest who require early release must provide the principal with written parent authorization prior to the event; A list of authorized early release individuals will be left at the main entrance security station. In the event a grad without a pre-authorized release inquires about leaving, Principal Don Boyd will phone and speak to the parents to make any appropriate arrangements
  - All grad / guests valet parked vehicle keys & tags will be left in a box at the main entrance security station

**Back Packs:**

- Deadline to school, Tuesday, May 12<sup>th</sup>
- All back packs will be tagged indicating the individual names & stored at the school
- Back Pack Check / Search for illegal & harmful substances (see website / all students have been advised @ a recent assembly) is scheduled for Wednesday, May 13<sup>th</sup>, 7:00pm to be conducted by Don Boyd, Estelle Brilling, Rob McCreesh & Rosemary Blank

**Change Rooms:**

- Room # 904, Male... All grads / guest A to L; 1 male security person
- Room # 905, Male... All grads / guest M to Z; 1 male security person
- Room # 912, Female... All grads / guest A to L; 1 female security person
- Room # 913, Female... All grads / guest M to Z; 1 female security person

All back will be received & sorted prior to May 15<sup>th</sup>

Back Packs will be sorted by gender alphabetically and placed in each change room

A decision was made to place a row of desks across the width of each room, with the tagged backpacks behind the desks. A security person will be in the change room to individually hand the backpack to each grad / guest; much like a coat check. Students will be advised of this procedure by the school administration.

Don Boyd will contact John Williams / Brian Nikula of Springwood Middle School to borrow portable room dividers for the female change rooms...allowing for some privacy while changing

Estelle Brilling will provide one mirror for one of the female change rooms

Racks from the theatre / auditorium & possibly one or two more will be obtained by Michelle to hang formal wear in each changing room

### **Designated Area:**

- Tennis court
- Gym
- MPR
- Auditorium
- & Related Areas
- Female Change Rooms # 912 & 913 from 11:00pm to midnight; locked prior to this time
- Male Change Rooms # 903 & 904 from 11:00pm to midnight; locked prior to this time

### **Non-Designated Areas – Out of Bounds:**

- Library wing
- 700 wing
- Staff room, Rm #s 801, 802, 803, 804
- Upstairs / above gym

Note: These areas will be locked. In the event of an emergency, administration will unlock these areas for safe exit from the building.

### **Number of Security Individuals Required for each shift:**

Ideally there should be security individuals placed at the following locations / stations:

1. Main Entrance
  2. Main Corridor...near room # 700
  3. Rear Building Exit...near room # 707
  4. Gym Exit to fenced corridor to tennis court
  5. Corridor # 4...near staff parking lot & mechanical room
  6. Corridor # 2...M.P.R. exterior exit
  7. Corridor # 4...main entrance near the storage room
- There will be two Foot Print Security guards patrolling the exterior grounds from 5:00pm to 5:00am

- *Four additional security individuals will be required* for the change rooms from 11:00pm to midnight & again at the time of departure (approx. 4:30am)...ensuring that individuals only take their personal belongings.
- A total of 11 or more individuals for each shift would be ideal

### **Shift Time Schedules:**

All security should report to the main entrance to pick security nametags & security T-shirts at the beginning of their shift and then go to assigned station.

All security will be rotated throughout the building every 30 minutes, commencing with station # 1, Main Entrance (i.e. The relief person will arrive @ station 1, station 1 existing security will then move to station # 2, main corridor near room # 700 & so on to complete the rotation. Security should not leave a station until a relief person has arrived.

At the present time half of the security volunteers have indicated their shift commitments. Upon receipt of the information from the remaining volunteers, security stations will be designated & the individual volunteers advised accordingly.

- **4:30pm to 9:00pm...**

Security will be directed to crowd control outside in preparation of the parade arrival along the roped parent viewing areas in the student parking lot & the bus lane area.

One or two security will be assigned to deal with valet parking (There were only ten vehicles parked on site at last year's grad) Valet / registered parking will be in the student parking lot

Handy-cap parking will be in the student parking lot; designated stalls

Footprint Security will man the staff parking & far student parking lot barricades. Upon completion of the parade all security will move inside the building

- **9:00pm to 1:00am...**

Change room security from 11:00pm to midnight

- **1:00am to 5:00am...**

- Change room security at the end of the evening

### **General Information:**

- Security Team arrives prior to the parade
- Issued with T-shirts
- T-shirts easily identify you to students & staff as security
- Team will assist with crowd control in the red carpet area, posted along the roped off area

- Team will assist with valet parking as required
- All keys & registration info will be kept at a main security station (located @ the main entrance)
- After the grads arrival will move to the interior of the building
- Team will check to ensure everyone is respecting the prom & dry grad event
- Team members will be posted throughout the building to prevent student from entering lock down areas or departing the premises prior to the end of dry grad (approx. 5:00am)
- The male & female change rooms will remain locked until approx. 11:00pm (upon completion of the formal dance)
- In prior years there has been some concern regarding grads missing some personal items from the change rooms...so security needs to monitor the number of people entering & exiting
- Female security team members will monitor female change rooms & males security team members will monitor male change rooms

Regards,

Rosemary Blank  
Security Co-Chair