



NON-INSTRUCTIONAL SERVICES: Physical Plant Services

Safety and Security of Physical Plant Facilities

I. Purpose

To establish guidelines for the safety and security of Baltimore County Public Schools (BCPS) physical plant facilities.

II. Guidelines

A. Security

1. The Department of Facilities Management will schedule necessary staff coverage, within budgetary limitations, to provide security for the school plant.
2. The Office of Building Security will conduct security checks 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 authorized staff shall have access to camera system data.

C. Boilers

1. Boiler systems shall be properly maintained and inspected annually.
2. Facilities Management staff who operate boilers shall attend an in-service program on boiler safety provided by the Department of Facilities Management.

D. The Baltimore County Fire Department and Health Department shall have access to BCPS facilities in accordance with applicable state and county regulations and codes.

III. Responsibility

- A. The Department of Facilities Management shall establish procedures to ensure the safety and security of BCPS physical plant facilities.
- 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 3520, *Maintenance and Operations*
Board of Education Policy 3710, *Safety and Security Equipment*

Related Rule: Superintendent’s Rule 4007, *Personal Protective Equipment*

Rule		Superintendent of Schools
Approved:	09/18/68	
Revised:	05/06/08	
Revised:	12/04/12	
Revised:	05/08/18	