APPENDIX O

SECURITY OF FACILITIES

**Locker Rooms**

* 1. Be sure all outside doors leading to locker rooms are locked, chained or barred.
	2. Coaches should be very cautious in giving out their keys. Managers, etc. will not have access to any building keys.
	3. Security officers should check all doors and the locker room area before and after interscholastic contests.
	4. During practices, coaches should not permit anyone other than team members to be in the building.
	5. Coaches should encourage players to use combination locks at away events. Coaches are to require locks on all lockers in team rooms.
	6. Students should be reminded not to bring valuables and large sums of money to games/practices.
	7. Coaches, where possible, should lock dressing areas for players, coaches, and officials.
	8. Once a robbery has been committed, it is very difficult to recover the stolen property. Coaches should take the necessary precautions in hopes that we will not have any problems in the future.

**Fitness Center**

1. **Note:** The fitness center is under 24 hour video surveillance.
2. **Upon entering the fitness center, check the security alarm to ensure it is deactivated**. If activated, use your security code to deactivate the alarm. Be sure to arm the system upon exiting the facility.
3. You must be one of the following to utilize the fitness center:
	1. Current Student – Under supervision of teacher or coach only.
	2. Current Employee or Board Member
	3. Coach ( Head, Assistant, Volunteer)
		1. If a person does not meet the above criteria, he/she is not permitted in the fitness center.

**Keys**

1. A limited amount of keys are available. In the event you resign, retire, or are terminated, you must submit your keys to the athletic department within 14 days. Failure to do so will result in all locks being changed at your expense.
2. Please report lost or stolen keys immediately to the athletic department.