



BURNABY
SCHOOL DISTRICT 41

POLICY STATEMENT

POLICY NUMBER:

3.40.00

*developed by the Board of School Trustees of School District 41 – Burnaby
in accordance with established procedures for policy development.*

**POLICY TITLE: REPORTING FIRES, ATTEMPTED ARSON, VANDALISM
AND BREAKING AND ENTERING**

Date Adopted: 1960-12-12

CROSS REFERENCE(S)

Date(s) Revised:

Statutory :

Other:

PREAMBLE

As owners or lessees of school lands, buildings, fixtures, and equipment, the Board is responsible for protecting these assets.

POLICY

**PRINCIPALS, OR DESIGNATES, SHALL BE RESPONSIBLE FOR
NOTIFYING THE APPROPRIATE AUTHORITIES OF FIRES,
ATTEMPTED ARSON, VANDALISM, AND OF BREAKING
AND ENTERING.**

OBJECTIVE

To ensure prompt and appropriate notification, thereby reducing to a minimum potential loss or damage from fire, attempted arson, vandalism, and breaking and entering.



ADMINISTRATIVE REGULATIONS & PROCEDURES

REFERENCE POLICY NUMBER:

3.40.01

BURNABY
SCHOOL DISTRICT 41

established and revised by the Superintendent of Schools in Burnaby to ensure district implementation of Burnaby School Board policies and directives.

REFERENCE POLICY TITLE: **REPORTING FIRES, ATTEMPTED ARSON, VANDALISM AND BREAKING AND ENTERING**

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POLICY

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ADMINISTRATIVE PROCEDURES

1. Telephone numbers of the police station, the Fire Department and the Board office shall be prominently displayed beside each telephone in the school.

2. In reporting fires and attempted arson, the principal, or designate,
 - a. shall notify the Fire Department as soon as the incident is discovered;
 - b. shall telephone the police if suspects are believed to be in the area;
 - c. shall notify the Superintendent, or designate;
 - d. shall leave any possible evidence as it is found, or as it is found after emergency measures have been taken, until the Fire Department has given clearance;
 - e. shall have the person making the complaint remain at the scene until released by an investigating officer for the police or Fire Department.

3. In reporting vandalism, the principal, or designate,
 - a. shall notify the police immediately if suspects are believed to be in the vicinity. (No attempt shall be made to give chase or to attempt to apprehend them.);
 - b. shall notify the Superintendent and/or police as demanded by the situation.

4. In reporting actual or attempted breaking and entering, the principal, or designate,
 - a. shall notify the police immediately after the incident is discovered;
 - b. shall notify the Superintendent, or designate;
 - c. shall leave any possible evidence as it is found until the police have given clearance;
 - d. shall have the person making the complaint remain at the scene until released by the police.