

School Safety and Security Procedure

The following procedures have been designed into the newest schools constructed in 2017 and 2018, and the same procedures will be reviewed and incorporated into on future new school projects, remodels, and emergency systems updates.

Definitions:

- Lockdown
 - A building status triggered by an internal event or under direction from the superintendent or law enforcement. A lockdown may be a hard or soft lockdown, dictating specific predetermined actions by staff and students.
 - Hard Lockdown
 - A building status triggered by a clear and present danger in which all staff and students take specific predetermined actions to take cover in safety and no one, except law enforcement, are allowed to enter.
 - Soft Lockdown
 - A building status triggered by suspicious activity in the area in which entry into the building is limited to only known individual who are not known to be a threat. Staff and students remain inside the building and take specific predetermined actions. Instruction continues.
 - Shelter in place
 - A building status triggered by weather or similar event in which case the staff and student take specific predetermined actions to shelter inside the building against weather or environmental hazards outside the building. Instruction continues.
- Access control proximity cards
 - The electronic access control system will allow doors to be unlocked for access to the building by way of programmable cards or fobs. Each proximity card is programmed to allow or deny access to the building at specific times or during specific events. For instance:
 - A gymnasium user group will hold a proximity card that is programmed to allow access to only the gymnasium on the days and during the hours their contract allows.
 - Law enforcement will possess proximity cards that allow them to open any door night or day, or during a hard lockdown.
 - Teachers will possess proximity cards that allow them to open doors at intrusion alarm keypads only any time of day except during a lockdown or in the instance when maintenance has shut down the building to prevent any occupancy.

Entrance to School

During school time there is only a single point of entrance open to visitors; all other exterior doors will be closed and locked. Doors will not be held open by door stops or other devices. All visitors are required to enter the school through the main office entrance.

At beginning and end of school, those doors at bus- and parent- drop-off zones will be unlocked until and after first and last bell, respectively.

The entrance design utilizes an electronically controlled door that is operated by a staff member in the office who is able to view (either a direct line of sight or via a camera) the person approaching the school. The administration office should have a clear view of the approach area so that the office staff can provide and ensure a continual line of sight to the main entrance and doorway.

A reception staff member will operate the access control system to allow entry of the visitor into the entry way. Wayfinding signs which will then direct individuals into the office rather than into the school itself. The doors directly into the school will be locked at all times other than the beginning of the day and the end of the day when students are arriving at school and heading home in the afternoon.

Once entering the office, visitors will check in with the secretary and be given a visitor badge that identifies the person as having gained approval to be in the school.

During a lockdown, only persons known not to be a threat will be allowed into the building until the lockdown has passed. All others will be refused entry until the lockdown is cancelled.

During a hard lockdown, no entry into the building will be allowed by anyone except law enforcement and others who gain entry by use of access control proximity cards which are programmed to operate during a hard lockdown.

All outside doors will stay locked throughout the school day in all circumstances.

Emergency Exits during an Emergency Situation

In the case of an emergency exit during a lockdown, students may need to exit by way of a window that is, by design, large enough for students and staff to exit. By design, additional outside doors will not be provided as a regular feature in classrooms. Exit windows would satisfy the need to get out of the building if the situation called for it.

Emergency Notification System

The intercom system will be designed to be heard in all classrooms and all areas of the building, loud enough to overcome typical activity at any time of day. The system, by design, is capable of announcing a variety of pre-recorded messages to fit various circumstances.

The intercom system is a voice annunciation system that can also be used for normal building announcements.

The fire alarm system is a horn-strobe system that is separate from the intercom system. In the case of a fire alarm, the fire alarm horn-strobe will cut out and override the voice annunciation system so that there are not conflicting pre-recorded messages during a fire alarm.

Lockdown and Containment

Lockdown status will be announced by way of pre-recorded messages based on the type of lockdown.

Access controls that include automatic locking doors are provided at appropriate places at all exterior doors. Doors automatically secured during a lockdown will be unlockable from the exterior only by proximity cards held by authorized personnel, such as law enforcement. Doors can also be unlocked by a physical key, which will be distributed only to authorized personnel. Typical building occupants and user groups will not possess keys to the exterior of the building, only to interior doors such as their own classroom and common areas.

Doors secured by access control will be locked by way of hardware only, and not magnetic locks, thereby always allowing for emergency egress.

In the event of a lockdown the school can be sectioned by doors that will be allowed to shut by releasing magnetic hold-opens. This will limit the access of an intruder to enter sections of the building but will not prevent emergency egress from any section of the building. This lockdown can be initiated via a button or mobile app by authorized personnel.

Coordination between the School District and First Responders to contain and access the school facility will be established and reviewed on a periodic basis. Appropriate controls, keys, other necessary tools will be provided to ensure emergency measures can be enacted quickly.

A communication system, possibly a mobile app or other strategy, will be researched and developed to ensure staff can receive and provide information in an emergency situation.

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