

Managing teacher, student and visitor access

Managing security in high-access
buildings

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Whether your school is elementary or high school, public or private, you undoubtedly have a strong need for security that does not compromise functionality. Often, schools see foot traffic from hundreds to even thousands of people every day. School buildings must accommodate a variety of usage types, be accessible at all times of the day, and maintain a safe environment for those inside, especially children who are in the care of staff.

Top priority in any school building is the safety of students, faculty and staff. However, hundreds of outsiders enter and exit school buildings dozens of times each day, including parents, maintenance workers, contractors, delivery men/women and many others. It can be difficult to control who comes in and out of a school building in a given day, and to determine who belongs inside the building and who should not be there. The good news is that everyday actions can get you there.

Here are guidelines to consider when considering the security applications of your facilities:

- Are walkways, doors and parking lots adequately lit at all times?
- Do classrooms, offices, cafeteria, etc. have panic alarms/emergency notification systems?
- Are visitors to the building (anyone other than regular staff or students) restricted to one set of doors for entrance?
- Are doors electronically controlled (i.e. buzzing in of visitors is required)? If doors are not alarmed or electronically monitored, are doors within clear sightlines of a staff member or security guard at all times?
- Do visitors sign in/out? Are visitors (non-regular staff or students) required to sign in upon arrival and out upon departure?
- Is the building equipped with indoor and outdoor cameras? Are cameras monitored constantly, regularly or sporadically? Are feeds recorded? Are recorded feeds reviewed regularly?

- Do outside groups use/rent your building or parts of your building? Is access controlled or restricted with regard to third-party users?
- Are facility locks re-keyed regularly according to a pre-determined schedule (i.e. every five years?) Does re-keying occur after break-ins or theft of keys?
- Are there strict and explicit policies outlining key control (i.e. how facility keys are distributed, who is entitled to have keys to the building, how key activity is monitored, reporting of key loss/theft, etc.?)
- Are doors ever propped open? Have students and staff been instructed on proper door usage (i.e. not letting people in through restricted doors, keeping doors closed, etc.?) Do doors close automatically? Do they close with the proper amount of force?
- Are exit devices in working order?

These are just a few of the points to consider when assessing the safety and security of a school building. To effectively manage the people who travel into and out of your facilities every day, consider conducting a thorough risk assessment. Such an assessment can identify areas for improving school security.

Learn more about access to your building

For more information about ways to manage teacher, student and visitor access, please contact a professional security consultant in your area by calling **888.758.9823** or fill out the **Contact Us** form on our website at allegion.com.

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