



## Safety and Security

### Components – Safety and Security

- Locking Systems / Hardware
- Access Control
- Communication Systems
- Site and Perimeter
- Video Surveillance
- Building Systems
- Egress and Refuge

### Standards – Locking Systems and Hardware

1. Interior and exterior doors shall be lockable from the inside without after-market devices.
2. Interior doors shall allow for one-handed egress from the interior and shall not be reachable from any vision panel.
3. Interior vision panels shall be reinforced, bullet and impact resistant.
4. Exterior windows are lockable or sealed.
5. Exterior doors have non-removable handles and hinges from the exterior.

### Standards – Access Control

1. Secure entrance vestibule as only visitor point of entry.
2. Visitor management at main point of entry.
3. Visibility from main office to main entry.
4. Exterior door hardware is of touch-type and exterior handles are chain proof.
5. Basement and roof openings are secured from the inside.
6. Second floor windows are inaccessible and/or locked.
7. Roof access shall be locked from the inside.

### Standards – Communications Systems

1. Telephone and/or intercom at main entry/secured vestibule with connection to main office.
2. Interior doors/stairwells are labeled/numbered.
3. Exterior doors are numbered on the outside and inside.
4. Exterior windows are numbered on the outside.
5. Intrusion detection system including panic buttons.

### Standards – Site and Perimeter

1. Provide security fencing with gates at perimeter of school.
2. Barricades to prevent vehicles from being driven into building entries.

### Locking Systems/Hardware

- Use patented key system
- Incorporate a system to lock down doors from a central location
- Electronic door locks with card/pin for entry. Lockable and unlockable from central point, with power backup. Master cards/codes shall be minimized.

### Access Control

- Bullet/impact resistant glass at main entryway and reception areas
- All interior/exterior doors with windows are bullet/impact resistant
- Visitor Management system
- Interior hallways have retracting security gates with centralized closing and opening mechanisms
- Bullet/shatter resistant film or glass on all exterior first floor windows

### Communications Systems

- Rooms are numbered externally and internally

### Site and Perimeter

- Landscaping does not provide concealment
- Perimeter features aid surveillance



**Standards - Video Surveillance**

1. Real-time surveillance system with recording capability at external access points and appropriate internal areas.

**Standards - Building Systems**

1. Vehicle barricades to protect building and student walk areas, and to enforce safe vehicular circulation.
2. Building systems are not accessible from the outside.
3. Air intakes are at least 12 feet above ground or protected with security fencing/wall.
4. Battery back-up in place for key security systems.
5. Secondary exterior doors alarm when opened.
6. Operable exterior windows alarm when opened.

**Standards - Egress and Refuge**

1. Classroom doors are constructed of a durable material.
2. Doors equipped with push bar exit devices are resistant to chaining.

**Video Surveillance**

- Video surveillance of main entry point from both front and back approach paths
- Video surveillance of other key exterior and interior areas

**Building Systems**

- Hallway walls in student occupied areas are concrete block or other bullet/impact resistant material

**Egress and Refuge**

- Windows are designed to serve as secondary means of egress



## Safety and Security

### Requirements

#### Components - Safety and Security

- Locking Systems / Hardware
- Access Control
- Communication Systems
- Site and Perimeter
- Video Surveillance
- Building Systems
- Egress and Refuge

#### Standards - Locking Systems and Hardware

1. Interior and exterior doors shall be lockable from the inside without after-market devices.
2. Interior vision panels shall be reinforced.
3. Exterior doors have handles and hinges that cannot be removed from the outside.

#### Standards - Access Control

1. Secure entrance vestibule as only visitor point of entry.
2. Impact/Shatter resistant glass/films at main entryway and reception areas, up to a minimum of 6 feet from floor.
3. Visitor management at main point of entry.
4. Visibility from main office to main entry.
5. Exterior door hardware is of touch-type (i.e., Panic hardware that cannot be chained together - no crash bars allowed).
6. Basement and roof openings are secured from the inside.
7. Second floor windows are inaccessible and/or locked.
8. Roof access shall be locked from the inside.

#### Standards - Communications Systems

1. Telephone and/or intercom at main entry/secured vestibule with connection to main office.
2. All interior doors, exterior doors, and rooms are to be numbered so that they are coordinated with one another.
3. Exterior windows are numbered on the outside so that the room number can be identified from the exterior.
4. Intrusion detection system including emergency alert devices (i.e. buttons, intercom, mobile apps, etc.).

### Guidelines (not limited to components below)

#### Locking Systems/Hardware

- Use patented key system
- Incorporate a system to lock down doors from a central location
- Electronic door locks with card/pin for entry. Lockable and unlockable from central point, with power backup. Master cards/codes shall be minimized.

#### Access Control

- All interior/exterior doors with windows are bullet/impact resistant
- Interior hallways have retracting security gates with centralized closing and opening mechanisms
- Bullet/shatter resistant film or glass on all exterior first floor windows

## Requirements

### Standards - Site and Perimeter

1. Provide fencing around playground areas.
2. Barriers to prevent vehicles from being driven into building entries (steps, curbs, etc. at a minimum).
3. Landscaping does not provide concealment.

### Standards - Video Surveillance

1. Real-time video surveillance of main entry point from both front and back approach paths and other key exterior and interior areas.

### Standards - Building Systems

1. Vehicle barriers to protect main entry points and student gathering areas (steps, curbs, etc. at a minimum).
2. Battery back-up in place for key security systems.

The above requirements represent *minimum* safety and security items/systems only and in no way is to be considered an exhaustive list of school safety/security needs. It is the responsibility of each school district to evaluate the safety and security needs of each school and to provide for those needs. Districts are strongly encouraged to consult appropriate facility security experts (security consultants, fire/police departments, etc.) for input.

## Guidelines (not limited to components below)

### Site and Perimeter

- Perimeter features aid surveillance

### Video Surveillance

- Comprehensive real-time video surveillance for entire facility

### Building Systems

- Hallway walls in student occupied areas are concrete block or other bullet/impact resistant material

### Egress and Refuge

- Windows are designed to serve as secondary means of egress

The above guidelines represent *potential* safety and security items/systems only and in no way is to be considered an exhaustive list of school safety/security needs. It is the responsibility of each school district to evaluate the safety and security needs of each school and to provide for those needs. Districts are strongly encouraged to consult appropriate facility security experts (security consultants, fire/police departments, etc.) for input.