**SCHOOL BUILDING ENTRY PROCEDURES**

The world has changed significantly in recent years due to an increase in both domestic and international terrorist threats. Unfortunately, as terrorists attempt to have the most dramatic impacts they have moved toward soft targets – hospitals, schools, malls, etc., those places we traditionally considered the safest. They have done this realizing that these places are the most vulnerable and would produce the greatest psychological impact. The challenge for administrators is how to keep schools safe but not create an environment that is too restrictive. This is not an easy task! However, if potential intruders see a well-managed and supervised building it will deter them and cause them to seek an easier target. This is particularly important during large scale sporting events and meetings. The following procedures have been proven to be successful in many school districts.

1. **(IDENTIFICATION)** All school staff and students should have identification that is worn at all times. If staff members do not adhere to this practice and set the example it is unlikely that students will comply. This also becomes a tool for building access and student tracking.
2. **(APPOINTMENT)** Visitors to school buildings should have an appointment. This becomes a change in culture that can be accomplished over time. Individuals that arrive without an appointment can be handled on a case by case basis by the school building principal or administrator in charge. Dropping off lunches, books, musical instruments, etc., is not a reason to be allowed access to the building (some schools have addressed this issue by having drop boxes installed at the front doors).
3. **(GROUNDS)** Access to school grounds is even more difficult to control than the building itself. If the grounds are fenced, security guards are employed, and video monitoring is available this provides an extra level of security before the building is actually reached. However, this is not possible in many school buildings due to cost and configuration of school grounds. It does not mean that a high level of security cannot be achieved. While we may always strive for the ideal we have to accept what is realistic.
4. **(ENTRY)** When an individual arrives at a school building they should remain outside or in a man-trap until they have been identified and appointment confirmed. This can be accomplished by having an intercom and video available outside the building and in the man-trap. As previously noted, individuals without an appointment can be dealt with on a case by case basis by the school building principal or administrator in charge. Individuals must be stopped at the door – once they are in the building it is too late!
5. **(ESCORT)** If individuals have been approved to enter the building they should sign in, present identification and receive a visitor pass at the front desk, which should be just inside the main door or in the man-trap. The Escort System should then be employed. Once the person has signed in they must not be allowed unaccompanied access to the school building. Someone should meet the visitor at the sign in desk and physically take them to their destination. The visitor should also be accompanied out of the building once they have completed their visit. How this is accomplished and who is responsible can be decided in each building. Consider that the district employee meeting with the visitor, who will be free in that period of time, is the most likely person to be utilized.
6. **(EXIT)** The visitor signs out at the front desk and leaves the building.
7. **(EVENTS)** Large scale events are much more difficult to manage however systems still need to be in place. It is imperative during such events that there is one main entrance point to check in and that there is no access to other portions of the building other than the event area. Strategically placed school employees, clearly visible and identified with vests, should monitor all areas associated with the event including bathrooms. Outdoor events, such as football games, are more difficult to control however the same concepts of a main entrance, check point and visible staff provides a sense of control and a deterrent.
8. **(AFTER-HOURS)** The most vulnerable time for a school building is after normal school hours. The same procedures should be in place as during a normal school day. Outside groups using school buildings should be informed of and expected to comply with existing school safety and security practices. Groups that are unwilling or unable to comply should not be issued a building usage permit.
9. **(SAY SOMETHING)** Safety and security in school buildings is everyone’s responsibility. If someone is seen in a school building unaccompanied and without identification they should be respectfully approached by any staff member observing this and asked if they need help. If something seems unusual, out of place, or threatening it should be reported immediately. Staff should not hesitate to call 911 if deemed necessary. The district as a whole should adopt the policy of “If you see something, say something.”