



SCHOOL ACCESS & VISITOR CONTROL

Access control to school campuses and buildings is a top concern for most school officials. School administrators struggle with maintaining a balance between having a user-friendly, welcoming school climate and a facility which is secure from unwanted intruders. While even the best school access control efforts will likely not guarantee that a determined outsider will not be able to gain access to the school, educators must take reasonable steps to reduce the risks of unauthorized access.

REDUCING AND CONTROLLING SCHOOL ACCESS

Some practical steps for improving school access control include:

- Establish one main entrance and put up signage identifying it as the main entrance. Maintain visible signage on campus and on all school doors directing visitors to the main entrance door. Some schools also post notices advising that individuals who do not follow visitation procedures may be charged with trespassing.
- Create a visitor sign-in, sign-out and escort procedure.
- Reduce the number of doors which may be opened from the outside. This does not mean chaining doors or creating a fire hazard. It does mean using doors that cannot be opened from the outside, but they can be opened from the inside in the event of a fire or other emergency.
- Secure custodial entrances and delivery doors during and after school hours. Have custodial personnel keep a log of deliveries to include the name of the vendor company, name of the delivery person, license plate of vehicle, date and time of arrival and departure and associated information.
- **Require all school doors to be closed and secure from the outside while cleaning personnel and after-hours staff work inside the building during evening and night hours.**
- Train all school staff, including support personnel, to greet and challenge strangers. Staff should be trained to at least report strangers to the office if they do not feel safe in approaching someone they believe to be an intruder.
- Educate parents about access control strategies and the importance of them following the rules.

