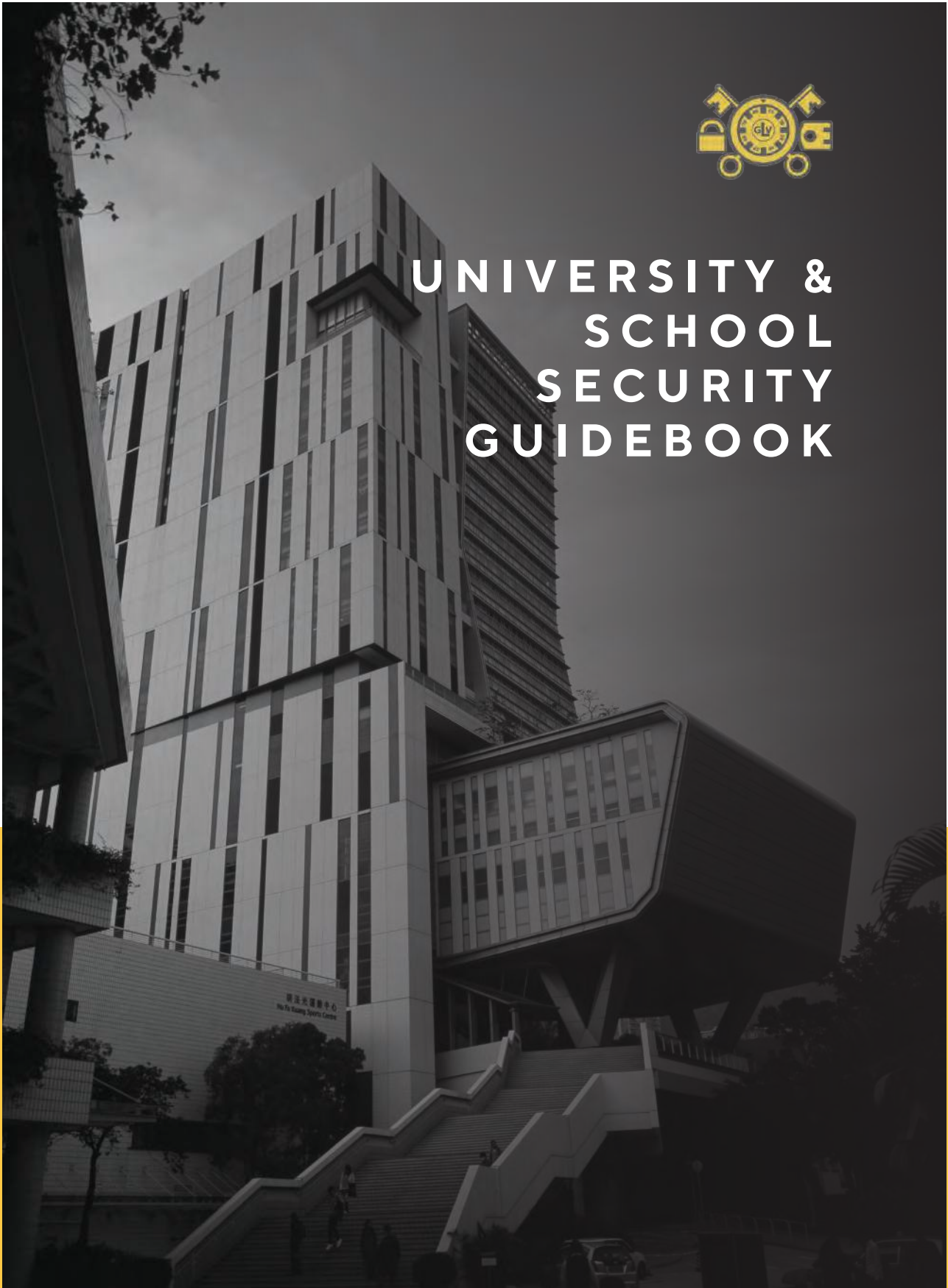




# UNIVERSITY & SCHOOL SECURITY GUIDEBOOK





School security is on everyone's mind these days, and rightfully so. There have been a lot of scary and tragic incidents on both school and university campuses in recent years. Teachers, parents, students, administrators and government officials are concerned about safety today, more than ever.

**“34% of parents fear for their children's safety at school. This number has nearly tripled in since 2013.”**

**- U.S. News & World Report, July 2018 -**

Administrators and governing offices are currently looking for ways to improve school safety. That's why it's an important step for each university and school take a closer look at the security measures that are currently in place on their campus.

This guidebook was compiled by Great Valley Lockshop with the intention of assisting universities and schools in :

- Evaluating factors and procedures affecting security on their campus,
- Reviewing current guidelines for locks, doors and hardware in campus settings, and
- Considering new options for improving security on their school or university campus

## CURRENT SECURITY MEASURES ON UNIVERSITY & SCHOOL CAMPUSES

Some fundamental school security measures which most campuses already have in place today include regular locking protocols and campus visitor registration procedures.

At schools, it is common practice to lock all the doors once students have entered and classes are in session. Anyone arriving after that time, including students and staff arriving late, or visitors, must sign in at the main office. An intercom system should require people to identify themselves before the school staff member remotely unlocks the door and permits entry to the school.

Security cameras can be placed at the entry point to verify the identity of the person requesting access.

For the university setting, this level of directly monitored access to entry points is usually not applicable. In order to handle many different access points to multiple buildings, as is necessary on most college campuses, key cards are the standard option in recent years.

Access card systems eliminate the need to keep track of copies of keys or rekeying the facility when copies are lost or stolen. For both, installing panic buttons that connect classrooms and offices

directly with first responders through 911 can be an easy security modification. Security cameras which monitor parking lots, entry points and common areas can help campus security monitor activity in areas throughout the campus. These security measures are already part of the landscape at many colleges and schools.

## STAFF TRAINING

Teacher and staff training should always include a review of security measures and lockdown protocol. In a university or school setting, it's important to consider all staff. Support personnel and substitutes should also be informed about security policies and procedures. Staff – at all levels – should be held accountable for knowing their specific responsibilities in an emergency situation. Regular drills and lockdown practice can help solidify staff training.



## LOCKDOWN PROCEDURE

1. Immediately move to the nearest room you feel is safe with as many people as possible.
2. Lock and/or barricade the door
3. Turn off the lights or maintain minimal lighting
4. Close any window coverings
5. Take adequate cover out of sight
6. Turn off cell phones unless you need to report injured people
7. If available, turn on a computer for direction and updates
8. Remain calm and quiet, do not attempt to leave the room until police arrive at your door or there is an all clear announcement

## **LOCKDOWN PROCEDURES**

One of the best defenses for unexpected and dangerous situations is to be prepared with a well-defined lockdown procedure. Lockdown procedures should be defined for each campus building and should clearly outline each staff members' responsibilities.

Practice lockdown drills serve to:

- Clarify the role of each staff member within lockdown procedures;
- Familiarize teachers and students with lockdown protocol;
- Give university or school staff the opportunity to use the emergency locking devices available;
- Create a realistic atmosphere in which to practice security procedures under stress;
- Build confidence of staff members in enacting lockdown procedures through practice.

All schools and universities should draft a detailed lockdown procedure and practice drills regularly. The standard minimum is once every six months. By repeating the steps of lockdown protocol, teachers and staff will understand better their important role in campus security. Plus, students will learn to react quickly and follow directions in emergency situations.

## **SAFETY COMMITTEE**

College campus and larger school complexes should form a safety committee with staff representatives for educators, IT, security and health services and the local emergency responders. This committee will be charged with regularly reviewing locks and hardware around the campus, security policies and procedures. An effective safety committee should seek out the best security procedures for that particular campus setting and consider new or improved safety measures as they become available.

**“ 40% of teachers in America don’t think they can prevent a shooter from entering their classroom. ”**

**- Gallup News, March 2018 -**

## **GUIDELINES FOR DOORS IN A UNIVERSITY OR SCHOOL SETTING**

### **THE NATIONAL ASSOCIATION OF STATE FIRE MARSHALS**

#### **SCHOOL SECURITY - SUGGESTED CLASSROOM DOOR CHECKLIST**

- The door should be lockable from inside the classroom without requiring the door to be opened <sup>1</sup>
- Egress from the classroom through the classroom door should be without the use of a key, a tool, special knowledge, or effort
- For egress, unlatching the classroom door from inside the classroom should be accomplished with one operation <sup>3</sup>
- The classroom door should be lockable and unlockable from outside the classroom <sup>4</sup>
- Door operating hardware shall be operable without tight grasping, tight pinching, or twisting of the wrist <sup>5</sup>
- Door hardware operable parts should be located between 34 and 48 inches above the floor <sup>6</sup>
- The bottom 10 inches of the “push” side of the door surface should be smooth <sup>7</sup>
- If the school building does not have an automatic fire sprinkler system, the classroom door and door hardware may be required to be fire-rated and the door should be self-closing and self-latching
- If the door is required to be fire rated, the door should not be modified in anyway that invalidates the required fire-rating of the door and / or door hardware





In the Suggested Classroom Door Checklist, “should” is used throughout. However, based upon building codes, life safety codes, fire codes, and federal, state, and / or local laws and regulations that are applicable to a particular school, these requirements may be MANDATORY. Always check, and comply with, all applicable building and fire codes, life safety codes, and laws, regulations, and other requirements.

## **BARRICADES**

Check your state laws regarding the use of barricade devices in a university or school setting. For example, in Pennsylvania barricade devices are usually prohibited. This is because exit doors in a university or school must always be easy to open from the inside, without needing a key, special knowledge, or force. See below for more information about the recommended locking mechanisms for classroom settings.

## **PANIC BARS**

State building codes and fire codes usually require classroom doors to be fire rated; this means that they must latch automatically when closed to prevent drafts and smoke –



from spreading throughout the building in case of fire. As stated by the National Association of State Fire Marshals, doors in university and school settings must also allow quick and easy exit from a building. In emergency situations, it's imperative that doors and hardware facilitate exit from the building and

reduce the risk of undue panic, falls, trampling or injury. Panic bars are the standard solution for meeting these two requirements. The main benefits of panic bars, also known as crash bars, are that they streamline evacuation in emergency situations. They are extremely easy to use and that they enable people to evacuate a building in a quick and orderly way.

Additionally, panic bars can remain locked on the exterior to prevent unauthorized entry into campus facilities. Doors with panic bars can be equipped with an alarm system to alert supervisors when there is unauthorized entry or exit. To ensure that these types of doors work properly and meet code requirements, they should be installed and serviced by a commercial locksmith.

## **GUIDELINES FOR CLASSROOM DOORLOCKS**

Installing and maintaining proper locking devices and hardware throughout the campus is imperative to ensuring the security teachers, staff and students. Because of building codes, fire codes and life safety requirements which must be considered in a university or school setting, however, not all types of locks can be installed.

Following the tragic shootings at Sandy Hook Elementary School in December 2012,



governor of Connecticut formed an advisory group to review laws, policies and practices regarding school security. The most important finding of the Sandy Hook Advisory Commission, in their Final Report, was that all classroom doors should be able to be locked from the inside. This recommendation was also backed by the National Association of State Fire Marshals (NASFM).

**“ ...There has never been an event in which an active shooter breached a locked classroom door. ”**

**- Sandy Hook Advisory Commission Final Report, March 2015 -**

According to National Fire Safety Standards, classroom doors can have hardware which can be locked from the inside. Although, the hardware installed on doors within a university or school must continue to meet requirements related to building codes, fire codes and life safety requirements. Below is a helpful guideline for classroom locks which meet these requirements. Below is a helpful guideline for classroom locks which meet these requirements.

1. It should be possible to lock the door from inside the classroom without opening the door or exiting the room.
2. Emergency personnel must be able to access the classroom with a master key or some other device.
3. People within the classroom must be able to exit without needing to use a key, tool or extra force to unlock the door.
4. Hardware and locks installed on the door must be 3 to 4 feet off the ground.
5. Classroom doors must meet Federal Accessibility Laws; therefore, unlocking the door should not require tight gripping or twisting.

# RECOMMENDED DOOR LOCKS FOR CLASSROOM

Many universities, schools and parent groups are seeking ways to increase security for students. As the Sandy Hook Advisory Commission pointed out, a simple and fairly inexpensive solution is to install better locks on classroom doors.

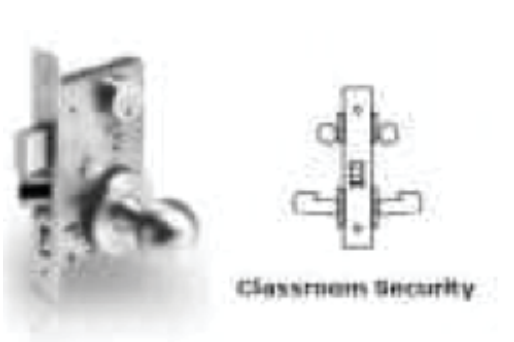
## CLASSROOM LOCK



Standard classroom locks are still used on many university and school campuses. This type of lock is activated by inserting a key into the cylinder on the outside knob or lever. This lock was intended

to prevent students from locking doors from the inside the classroom. Because the door can only be locked or unlocked from outside of the classroom, most universities and schools are starting to replace this hardware with classroom room security locks described below.

## CLASSROOM SECURITY LOCK



Standard classroom security locks can be found in universities and schools throughout the country. Some campuses have upgraded to this type of lock to keep so that can be secured during lock-down and other emergency situations. The door locks using a key which can be inserted into the

cylinder on the outside and inside knobs or levers. Teachers are able to lock the door, when necessary, from inside the classroom. When used throughout the university building or school, each classroom door can be controlled by a master key.



In order for security locks to meet building codes, fire codes and life safety requirements, students and others inside the classroom must be able to open the locked door without a key or other special measures. See the guideline above.

## EVALUATING UNIVERSITY & SCHOOL SECURITY MEASURES

Before your educational facility can begin to consider improving security measures around campus, it's important to understand what security measures are already in place and their effectiveness. Use this checklist to evaluate the foundational security measures currently present on your university or school campus.

# CAMPUS SECURITY AUDIT CHECKLIST

<b>CAMPUS EXTERIOR</b>	<b>YES</b>	<b>NO</b>	<b>IMPLE- MENT</b>	<b>IMPROVE</b>
Campus grounds are secured by a fence.				
Fence access points are secured by locks.				
Bushes and trees are trimmed to ensure good visibility.				
Adequate lighting is installed throughout campus grounds.				
All campus buildings and facilities are accessible to patrolling security cars.				
Surveillance equipment monitors all parking lots.				
Basement windows are protected with grill or well cover.				
Windows have proper locking mechanisms.				
<b>LOCKS AND HARDWARE</b>				
Locks and hardware are in working order.				
Outside hardware has been removed from the exterior.				
Classroom doors can be easily locked and unlocked from inside the room				
Doors are locked when classrooms are unused.				
High-risks areas and rooms with valuable equipment are secured with high-security locks.				
<b>CAMPUS INTERIOR</b>				
Entry points to the buildings are controlled and supervised.				
Staff are required to wear badges.				

Visitors are required to sign in and wear a badge.				
External service staff is required to show ID				
Adequate lighting is installed in hallways, stairwells and restrooms.				
Exit signs are clearly visible and pointing in the correct direction.				
Electrical panels and service equipment is secured by locks.				
<b>GENERAL SECURITY MEASURES</b>				
There is a central alarm system on the campus.				
There is two-way communication between classrooms, campus facilities and the main office.				
School records and sensitive documents are kept in locked, fireproof cabinets.				
Current inventory is kept for all valuable campus equipment.				
Teachers and staff have storage spaces where they can safely leave valuables.				
The university or school has a policy in place for handling cash on the premises and making deposits.				
<b>MAINTENANCE REQUIREMENTS</b>				
Maintenance is scheduled for exterior lights.				
Maintenance is scheduled for fencing.				
Maintenance is scheduled for exterior locks and hardware.				
Maintenance is scheduled for windows and doors.				
The school maintains a record of all maintenance activities for doors, windows, hardware, etc.				
The security system is regularly checked for maintenance and tested for proper function.				



# **FUTURE CONSIDERATIONS FOR UNIVERSITY & SCHOOL SECURITY**

As campus safety becomes an increasing concern for universities and schools, we need to continually look for and develop smarter solutions. Businesses, parents, students, administrators and educators need to work together to improve security. The first step towards progress is to identify areas in need of improvement when it comes to school and college security.

## **ADDING BARRICADES**

Some special interest groups have supported the idea of adding barricade devices to classroom doors for an extra level of protection. Though barricades may be effective in preventing anyone from opening the door and entering during a lockdown situation, they are considered unsafe by others. Barricades inhibit occupants within the classroom from exiting without removing the device. Some states, including Pennsylvania, have outlawed the use of barricade devices because they don't respect fire codes and life safety requirements. Barricades are also considered by some to be a violation of Federal Laws related to accessibility.

## **IMPROVING LOCKS**

Universities and schools have many considerations that they have to weigh when looking to make security improvements on campus. In addition to the security of students, faculty and staff, they must consider fire safety and other emergencies. They must consider the different types of entryways that need to be addressed and how to modify both older and newer buildings. They must also consider the different purposes that buildings, facilities and rooms have; a campus has classrooms, offices, storage and utility areas, dormitories, common areas, laboratories, computer and resource rooms, equipment closets, athletic facilities and more. The types of hardware and locks needed to properly secure a university or school can seem endless.

## **UPGRADING LOCK HARDWARE**

As outlined above, some simple modifications can vastly improve campus security. This could mean installing classroom security locks or deadbolts. An even better solution, which many college campuses have already started to employ, are keyless entry systems with electronic locks.

## **KEYLESS ENTRY SYSTEMS**

With hundreds of doors that need to be secured on a college or school campus, relying on traditional keyed locks may simply be ineffective for protecting people, records, property and valuable equipment.

One modern solution that could help universities and schools increase security, while mitigating some of the challenging considerations, are keyless entry systems. Using electronic locks which are activated by biometric input, such as fingerprints, key fobs or access cards, only those with access permission can enter the building or room.

Keyless entry systems can easily be programmed to grant access to new staff and students. They can easily grant temporary permission for substitutes, deliveries or service technicians. They can also be programmed to deny access to students who have graduated or been expelled, as well as cards or fobs that have been lost or stolen. A keyless entry system can be simple or complex, allowing some people access to all areas of the campus while restricting access for others. These programming modifications are instantaneous. There is no more need to make copies for new faculty or students, nor track down keys from those who have left.

# PROFESIONAL AUDIT FOR UNIVERSITY & SCHOOL SECURITY

Campus security is a serious matter. To ensure that your university or school is doing everything it can to safeguard students, faculty and staff, request an audit by professional commercial locksmiths. Great Valley Lockshop has extensive experience in school security and has helped some of the largest universities in the country secure their campuses.

*Great Valley Lockshop is dedicated to improving security on college campuses and school grounds. Contact GV Lock for an invaluable campus hardware audit.*

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