

ADMINISTRATIVE PROCEDURE

SAFETY AND SECURITY WITH REGARD TO USE OF EXTERIOR DOORS

2804.3

Procedure No.

August 22, 2019

Date

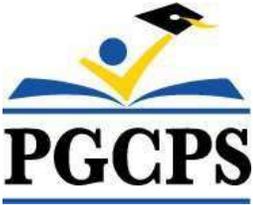
- I. **PURPOSE:** To provide guidance to employees at the system level and the school level regarding the requirement to keep all exterior doors locked during the school day; to require training of staff and students regarding the requirement to keep all exterior doors locked during the school day and not open an exterior door when requested to do so; to describe the building entry procedure all individuals must follow when entering the building; and to require that all exterior doors are only chained and padlocked once the building is completely unoccupied.

- II. **POLICY:** The Board of Education directs the Chief Executive Officer to identify and eliminate safety hazards in our schools and offices, provide training to develop staff and student safety consciousness, and identify staff and student responsibilities to maintain safe conditions in schools, buildings and grounds. (Policy 2801)

- III. **BACKGROUND:**
 - A. Chains and padlocks are used to reduce unauthorized entry to designated exterior and interior doors during non-school hours or when the building is completely unoccupied. Exterior and interior doors locked by chains and/or padlocks must be in compliance with state and local fire codes. Fire codes and safety requirements state that “all designated fire exits be unchained when a building is occupied. ”

 - B. Nothing in these procedures prevents the locking of all exterior doors to prevent access from outside during a school “locked down” or if “panic hardware” is in use. All exterior doors must be kept in good repair, and should a door malfunction or have a defective lock, the Maintenance Department must be notified immediately. This is both a safety and security issue.

- IV. **PROCEDURES:**
 - A. The following actions should take place when one of the following conditions are occurring:



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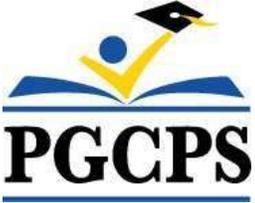
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CONDITION	ACTION REGARDING EXTERIOR DOORS
A. School Days – One hour before to one hour after school hours.	<p>During the school day all exterior doors must be locked, however, they must be free of chains and padlocks. All chains and padlocks will be stored in the custodial closet when not in use.</p> <p>Exterior doors should not be opened to allow someone from the outside to enter a school or propped open. All employees, contractors, visitors, and volunteers must be granted access only after screening through the electronic entry</p>
B. School Days – Activities in the building after school hours.	All exterior doors must be locked, however, until the last activity has left the school, no chains or padlocks will be placed on any designated fire exit within 200 feet of the location of the activity
C. All Days – After last activity has left the school.	All exterior doors must be locked and chained and padlocks may be used if the building is completely unoccupied.
D. Weekends and Holidays	All exterior doors must be locked and chained and padlocks may be used if the building is completely unoccupied.
E. Special Events – Such as basketball, games, group meetings, etc.	<p>Supervisor in charge will:</p> <ol style="list-style-type: none"> 1. Check all doors to verify all locks or chains on designated fire exits are removed; and 2. Provide for announcement to attendees as to location of fire exits and that they are unlocked.

B. **Repairs:** A school should submit a work order when locks on any of the exterior doors or the exterior doors are broken and in need of repair.

C. **Training:**

1. The principal should train all staff regarding:
 - a. Keeping all exterior doors locked at all times;
 - b. Not opening an exterior door for someone from the outside to enter the building;
 - c. Not propping an exterior door open; and
 - d. Not using chains and padlocks to lock the exterior doors when activities are occurring in the building.



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2. All students should receive training regarding:
 - a. Keeping all exterior doors locked at all times;
 - b. Not opening an exterior door for someone from the outside to enter the building; and
 - c. Not propping an exterior door open.

V. **MONITORING AND COMPLIANCE:**

The Safety and Security Services Office will conduct unannounced safety inspections each month. All violations will be documented and reported to the Director of the Department of Security Services.

VI. **RELATED PROCEDURES:** Administrative Procedure 2512.1, Attention to Fire and Safety Inspections.

VII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:**

These procedures originate with the Safety Office and will be reviewed annually.

VIII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 2804.3, dated July 1, 2008.

IX. **EFFECTIVE DATE:** August 22, 2019

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11