Operational Considerations for School Controlled Entryways

(Camera/Buzz-in systems)

The following series of questions are the basic considerations for the implementation of a camera/lock controlled door school main door entry system. Failure to address the noted components could create an unanticipated vulnerability. Once completed, the answers will provide the basis of the standard operation procedure (SOP) for implementation, operation and training.

- ➢ When are the system and its associated procedures in operation?
    - o At all times the school is occupied?
    - o Only during class hours? (i.e. 8:10 to 3:15)
    - o Before school for student arrival?
    - o After school for student pick-up?
    - o For Kinder/preschool drop-off/pick-up?
    - o Extra-curricular activities?
    - o Special events during the school day (i.e. music program, grandparent's day etc.)

- ➢ What groups will be subject to the requirements of the system?

    - o Are there groups that will be exempted from the requirements of the system?
    - o Will this be only during specified time periods? (i.e. high school students at lunch on an open campus)
    - o How will such an exemption be accomplished and still maintain integrity of the process for all other groups?

- ➢ What does the transition from unsecure to secure and back again look like? How is it to be accomplished?

- ➢ What is the expectation of wait time for a visitor in the controlled vestibule?
    - o How will you assure this?
    - o How will you notify the person waiting of this?
    - o Do you have an alternative plan (i.e. a cell phone number to call etc.?)
    - o What is the back-up plan in the case of system failure?

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- ➢ How will you notify these groups of the expected procedure? (i.e. signage, social media, Etc.)
    - o Patrons
    - o Staff

- o Students
- o Vendors
- o Visitors not a part of your school community?

➢ What are your criteria for the following groups to allow entrance?
  - o School community members visually recognized. (students, staff, parents)
  - o School community members not visually recognized. (students, staff, parents)
  - o Vendors
  - o Visitors not a part of your school community

➢ What is your procedure if the visitor fails to meet the criteria

➢ What are the training considerations for personnel expected to operate the system?