

[School District Name]

PASS Security Plan Checklist

SCHOOL DISTRICT INFORMATION	
Address:	
Telephone Number:	
Fax Number:	
Number of Employees:	
Number of Students:	
School Resource Officer:	



TIER CONTINUUM: PROCEDURAL LAYER

- The human element is critical and is detailed in several of the layers. Schools should work with local public safety and other experts to fully develop the human element of risk mitigation. As schools assess their risk and work on mitigation efforts, the roles and responsibilities of staff, teachers, volunteers, administrators and law enforcement should be documented and made an official part of the school system's policies and procedures.

TIER CONTINUUM: DRILL LAYER

NOTE: As schools develop their internal policies and procedures and advance up the TIER continuum, they should work with local and state officials to develop plans for drilling students, staff and law enforcement on active threat scenarios.

TIER 1

- A. School administrators should work with local and/or state law enforcement to identify specific active threats and implement active shooter training.
- B. For both drills and actual emergencies, schools should have maps available that show room numbers, closet details, camera locations and locked doors for emergency responders.

TIER 2

- A. All recommendations in TIER 1.
- B. Schools should conduct annual "tabletop" exercises with teachers and law enforcement that mimic the actions necessary when facing an active threat.

TIER 3/4

- A. All recommendations in TIER 2.
- B. Schools should conduct annual live drills that simulate active threat scenarios and that involve law enforcement, firefighters, students, staff and parents.

TIER CONTINUUM: PROPERTY PERIMETER LAYER

TIER 1

- A. The property perimeter should be clearly defined with signage stating that entry onto school property is limited to authorized visitors and those on official school business.
- B. Exterior lights should be installed at strategic points on the property perimeter and should illuminate the area during periods of darkness so that unauthorized and criminal activities are more easily recognized.
- C. The school property should be clear of debris. Trees, shrubs and other growth should be cut back to minimize interference with lines of sight throughout the property.
- D. School employees and volunteers should be trained to immediately question anyone on school property, even at the furthest perimeter point, who does not have a visitor's pass and is not accompanied by a school official.
- E. Unauthorized use of school grounds by outside groups or individuals for basketball, soccer, football, skateboarding or other activities should be strictly prohibited, and violators should be prosecuted for trespassing.

TIER 2

- A. Gates should be installed at all drive entrances or at other strategic drive "choke points" to allow school officials to effectively lock down the perimeter after regular business hours. This practice discourages the use of school property for unauthorized and/or illegal activities.
- B. Law enforcement should be encouraged to have patrolling officers confront and, as appropriate, arrest trespassers.

TIER 3/4 (any combination of the items below)

- A. Electronic access gates should be installed at each entry with intercom voice communication to the front office for vehicle entry.
- B. As appropriate, and after an assessment determines it is proper to do so, gates can be left open during school drop off and pickup times.
- C. Fencing or impenetrable shrubbery should be installed around the school property to discourage unauthorized entry.

TIER CONTINUUM: PARKING LOT LAYER

TIER 1

- A. Signage that clearly directs visitors, staff, students and delivery drivers to authorized parking areas should be installed at all entry drive points.
- B. The bus drive should be clearly marked and segregated from other drives during periods of student loading and unloading.
- C. Exterior lights should be installed at strategic points and should illuminate the parking lot during periods of darkness so that unauthorized and criminal activities are more easily recognized.
- D. Staff members should be trained to confront any vehicle not parked in an authorized area.

TIER 2

- A. Parking decals, stickers or numbered hang tags should be provided to staff members and regular volunteers, and prominently displayed on their vehicles.
- B. Routine walkthrough patrols of the parking lot should be scheduled throughout the day. Patrol members can be culled from the administrative team, office staff, custodians and parent volunteers.

TIER 3

- A. A parking lot attendant, whose primary responsibility is patrolling the parking areas and school perimeter and watching for unauthorized and/or suspicious activity, should be hired.

- B. The parking lot attendant should be provided with a radio and trained in personal safety and confrontation strategies by an appropriate professional.

TIER 4

- A. Staff and volunteer parking areas should be gated with access cards.
- B. License plate recognition technology should be installed at all controlled entrances in order to control unauthorized vehicle entry and aid post-incident investigations.

TIER CONTINUUM: BUILDING PERIMETER LAYER

NOTE: PASS does not recommend, nor approve of, keeping doors between buildings unsecured; however, practical limitations related to existing buildings and the flow of students can make it very difficult to secure all perimeter doors. This is especially true at a high school. Given that elementary and middle school students are more vulnerable, strong consideration should be made to securing all perimeter doors. Teachers can be trained to unlock these doors during class changes, or electronic access measures can be used to facilitate class changes and other access needs.

TIER 1

- A. All exterior doors not routinely used for class changes should be secured with a working mechanical lock.
- B. Signage should be placed on every door indicating that all visitors must sign in at the front office, and persons caught attempting to enter without authorization are subject to arrest.
- C. All entry doors should be clearly marked with the first responder door and window numbering system to ease identification of entry points during emergency or tactical situations.
- D. Doors used for class changes between buildings should be monitored as closely as possible. Teachers in classrooms located in the vicinity of these unsecured doors should be trained to monitor the entry points.
- E. The main (visitors') entry should be visually monitored by a staff member or volunteer at all times during the school day.
- F. The staff member monitoring the door should have a direct line of sight to the walkway leading up to the door, in addition to the door itself.
- G. Exterior lights should be installed at strategic points on the building perimeter and should illuminate the area during periods of darkness so that unauthorized and criminal activities are more easily recognized.

TIER 2

- A. All exterior doors, including those used to go from one building to another during class changes, should be secured with a mechanical lock. Doors may be unsecured ("dogged down" or propped open) during class changes (at the bell).
- B. Students needing access to another building should be escorted by a staff member, parent volunteer or other adult.
- C. The main (visitors') entry should be secured with a mechanical lock and a doorbell. Anyone requiring entry during regular school hours should ring the bell. A staff member or volunteer would then assess the request and, if no overt threat exists, physically open the door.

TIER 3

- A. All recommendations in TIER 1 and recommendations in TIER 2, A and B.
- B. The main (visitors') entry should be secured with an electronic access control device, video intercom and door release. Anyone requiring entry during regular school hours should request entry via the intercom. A staff member or volunteer would then assess the request and, if no overt threat exists, electronically open the door.

TIER 4

- A. All recommendations in TIER 3.

- B. All exterior doors not used for class changes and/or student access for specialized instruction should be secured with mechanical locks. Staff members may be issued keys to these doors if entry is needed.
- C. All exterior doors used by students for class changes and movement between buildings should be secured with an electronic access system that allows for scheduled lock/unlock times.
- D. Doors used for student movement between buildings at times other than class changes should be designated, with access made available via temporary issuance of access cards and/or video intercom door release systems.
- E. A secure vestibule should be built that separates the main entry doors from the actual building interior, and/or an entry door into the main office should be installed that is separate from the secured entry into the school.

TIER CONTINUUM: VIDEO SURVEILLANCE LAYER

NOTE: A video surveillance system is a key component of any security program. While direct lines of sight can enhance the safety of the school, a working video system is an excellent deterrent, assists in investigations and can be used by law enforcement in tactical situations. While many analog video systems are still in use, it is the opinion of PASS that new installations should be specified with IP cameras as a fully networked system. When existing analog systems reach their end of life, or when funding becomes available, analog systems should be retrofitted with a full IP system.

Further, the video system should follow the guidelines detailed below:

1. All cameras should record in full color.
2. Interior cameras should be mounted at the door looking down the hall so that a full face shot of any person leaving the school with a child is more readily available.
3. The camera system should be checked daily, with documentation detailing the status of the system as a whole and individual cameras, identified problems, and steps taken for problem resolution.

It is very important to note that, in video surveillance, there is no such thing as a “one-size-fits-all” approach. Designing a quality video surveillance system can be complicated and requires a collaborative approach using multiple professionals, including an integrator and a consultant. School administrators should be familiar enough with the terminology and video technology that they are able to make an informed decision.

TIER 1

- A. A video surveillance system should be installed that covers, at a minimum, the main entry exterior, front lobby, main office and student pickup/drop off lane.
- B. This video system should be installed by a properly trained, manufacturer-certified installer, in accordance with state and local codes.
- C. The video system should have the capability and flexibility to expand to meet the guidelines of the subsequent video surveillance TIERS.
- D. The video system mission critical equipment (recording devices, power supplies, etc.) should be in a secured location, such as a locked closet.
- E. The video system should be connected to the school’s network so that it is capable of being remotely accessed by authorized personnel, including first responders during emergency and tactical situations.
- F. The video system should be capable of storing archived video for a minimum of 14 days.
- G. At least four people at a given school should be trained on and capable of using the system for surveillance and/or investigations, and to assist law enforcement in a tactical situation.
- H. The video system should have the capability to export historical incidents for forensic review.

TIER 2

- A. Video coverage of all common areas, such as the cafeteria, gym, media center and theater, should be provided.

- B. Video coverage of all exit doors, facing from the door down the hall, should be provided.
- C. Video coverage of strategically important exterior areas, such as the drives on and off campus from the main building, the bus lane area, and walkways from portable classrooms to the main building entry, should be provided.
- D. A wall-mounted public view monitor should be installed at the front entry and/or the main office so that visitors can “see” themselves as they enter the school.
NOTE: The public view monitors should only show the feed from the main entrance camera.
- E. The minimum storage capability of the video system should be increased from 14 to 21 days.

TIER 3

- A. Video coverage of restroom entries and stairwells should be provided.
- B. Staff member(s) should have the camera system on a dual monitor during regular business hours so that video is always displayed.
- C. The minimum storage capability of the video system should be increased from 21 to 28 days.

TIER 4

- A. Video coverage of all halls and cross halls and the full building exterior should be provided.
- B. Video coverage of high-liability risk areas, such as in-school suspension rooms and alternative education rooms, should be provided.
- C. The video surveillance system should be monitored by a district security operations center and/or the local law enforcement dispatch center.
- D. The video surveillance system should be integrated with mobile applications to enhance situational awareness during an event.

TIER CONTINUUM: VISITOR CONTROL LAYER

TIER 1

- A. The school should utilize a sign-in system for visitors that is controlled by a staff member or volunteer. The sign-in book should document the visitor’s name, address and reason for visiting the school.
- B. The staff member or volunteer should verify the accuracy of the provided information by checking it against the visitor’s government issued identification.
- C. Central office administrators should audit visitor process compliance and work to ensure that all schools in the district handle visitors in a consistent manner.
- D. Visitors should wear a self-adhesive visitor’s pass that is unique to a given school in color and/or design.
- E. The visitor’s pass should have a “date valid” and day of the week notation that is large enough to be seen by an average-sighted person from a distance of 3 to 4 feet.

TIER 2

- A. Recommendations in TIER 1, B-E.
- B. The school should utilize a computer-based sign-in system for visitors that is controlled by a staff member or volunteer. The sign-in software should document the visitor’s name, address and reason for visiting the school, and should print a visitor’s pass.

TIER 3

- A. All recommendations in TIER 2.
- B. The sign-in system should automatically check the visitor’s name against a national sex offender’s registry. NOTE: Consult local law enforcement and legal representatives to determine the best approach to handling anyone found to be on the registry.

TIER 4

- A. All recommendations in TIER 3.
- B. All parents and authorized visitors (including vendors, contractors, etc.) should be pre-enrolled in an electronic identity-based system before the school year begins.
- C. All visitors should present a government issued credential upon arrival that is scanned to initiate the sign-in process so that the visitor can be matched against the pre-enrolled database.
- D. If the visitor has not been pre-enrolled, the sign-in system should automatically check the visitor's name for local warrants.
NOTE: Consult local law enforcement and legal representatives to determine the best approach to handling anyone found to have a warrant.

TIER CONTINUUM: CLASSROOM LAYER

NOTE: While technology and other equipment may be targets, the most important assets being protected in a classroom are the students and staff. Other TIER continuums detailed in this guide, such as video surveillance and emergency notification, will serve as protective layers for the classrooms. The TIERS listed below relate to securing the classroom door against active threats, unauthorized visitors and criminals.

TIER 1

- A. Classroom doors should be lockable from the inside.
- B. If a key is required to lock the door from the inside, teachers and other staff members should be trained to always have the key on a wrist or over-the-head lanyard.
- C. Classroom doors should have a window so that administrators and other adults can see what is happening inside at any time.

TIER 2

- A. Classroom door locks should not require a key to lock from the inside.
- B. All teachers should have ready access to precut and pre-sized paper to cover classroom door windows.

TIER 3

- A. Classroom doors should be equipped with or teachers should have access to devices that secure a door from the interior, such as blocks and wedges, in event of an active threat.

TIER 4

- A. Classrooms should be equipped with electronic locking systems that can be both initiated remotely and by a teacher in the classroom.
NOTE: PASS recommends that school administrators work with local life safety experts to determine code compliance related to securing classroom doors.

TIER CONTINUUM: EMERGENCY NOTIFICATION LAYER

TIER 1

- A. A public address system should be installed that allows the front office to communicate to the school as a whole and, as necessary, to particular wings/areas of the school.
- B. Custodial and other auxiliary staff members should be trained to verbally communicate to areas that are not covered by the public address system, such as gyms, portable trailers, etc.
- C. Staff members should be trained to call 911 in an emergency using either an office line or a personal cell phone. Staff should be trained to never assume that someone else has called 911.
- D. A phone/intercom system equipped with E911 should be installed so that anyone can dial 911 without a passcode or number to get an outside line.

TIER 2

- A. A “duress” or “panic” button should be available to office staff that alerts local law enforcement of a significant security incident in which an immediate response is necessary.
- B. A wired or wireless duress button should be available in every classroom.
- C. Staff should be trained on the location and use of the duress button, and should test the connection monthly.
- D. A two-way communication system connecting each classroom to the front office or other central location should be in place.
- E. Teachers, coaches and others who take students outside for recess, physical education and outdoor classrooms should carry and have access to two-way radios.

TIER 3

- A. The duress system should have the capability to create SMS alerts for appropriate personnel and computer popup messages on local PCs, as well as central office PCs.
- B. The duress system should provide independent and automated alerts to local law enforcement and other first responders.
- C. Consideration should be given to installing duress buttons in hallways and other common areas, with the potential benefits weighed against the possibility of false activations.
- D. Staff should be trained on the location and use of the duress buttons and should test the connections monthly.
- E. The public address system should meet NFPA72 ECS requirements for intelligibility.

TIER 4

- A. The duress system should have the capability to generate a camera stream with the computer popup message so that responding personnel (law enforcement and school administrators) can see a live view of the area where the duress button was activated.
- B. The public address system should be integrated with fire alarms, weather alerts and the duress system to automate emergency messaging that provides information as to what the emergency is, what to do and where to go, and that sends an “all clear” message when appropriate.
- C. The public address system should be augmented through the use of digital signage that provides emergency information.
- D. The public address system should be integrated with the two-way radio system used by security personnel, law enforcement and firefighters so that calls for emergency response are automated.
- E. The two-way communication system should be able to accept calls from emergency personnel outside the building.