

SCHOOL SECURITY CHECKLIST »



Outer Doors

- All outer doors must be secured so that visitors must be cleared before entering the school. This may be done with a secured exterior door and video check-in system, or it may be done through an interior security door and a “sterile area” between the outer and inner doors. All visitors must be funneled through these secure entrances with no ability to bypass them.
- Doors, windows and hinges must be ballistically protected. In other words, the doors and windows must be able to withstand gunshots and other methods of breaching.
- Students and staff must be trained to avoid “drafting” which is the term applied when an individual who has not been cleared, follows a cleared individual through the security door.

Classroom Doors

- All doors must have a deadbolt or auto-locking mechanism that can be secured quickly, with no key.
- Doors should have a backup lock such as a hotel-style throw over lock, or a Door Jammer or similar security doorstop.
- All classroom doors, windows and hinges must be ballistically protected.
- Doors must be rated to withstand at least ten minutes of forced entry.
- Shades or curtains must be pre-installed to quickly and completely block door viewports.

Lockdown Procedures

- A decentralized ability to initiate a lockdown must be implemented, such as providing security key fobs to all teachers; when pressed, will initiate the lockdown. Training must be updated so that teachers are aware of their authority to initiate a lockdown if they hear what they believe to be gunfire, or if they see an intruder.
- When a lockdown is called, the system must automatically call law enforcement, rather than requiring that a 911 call be placed. The average delay to call 911 at mass shootings is two minutes. If we look at the nation’s five worst school shootings, four students and teachers died every two minutes. If we end the mass shooting two minutes early, we will save lives.

COUNTERING THE MASS SHOOTER THREAT: SCHOOL SECURITY CHECKLIST

- Students and staff should be alerted to the lockdown by audible sirens and flashing lights. At universities and colleges, procedures must be put in place (and practiced) to use social media including Twitter and Facebook to announce the lockdown and to direct students and staff to initiate the procedures they've been trained on, including implementation of the Run, Hide, Fight methodology.
- Advanced systems should provide law enforcement with a picture of what's occurring within the school through video access to the interior and exterior of the school. See the case study of Southwestern High for more information.
- All rooms designated as "safe rooms" (including classrooms) should have a taped line marked on the floor, indicating which areas are inside or outside of the field of view from the door's viewport.
- All classrooms, staff rooms, conference rooms, and offices should have an intercom tied into law enforcement channels to indicate the status of the room's occupants (all safe, under attack, or medical assistance needed).
- All classrooms, staff rooms, conference rooms, and offices must have emergency first-aid supplies, and students and staff must be trained in their use.

Active Countermeasures

- All classrooms must have barricades that can be quickly pushed or dropped in front of the door such as moveable cabinets or bookcases. As part of lockdown drill training, specific students should be preassigned to immediately move these barricades when a lockdown has been called, after all students are behind the secured classroom door.
- Advanced systems should include other active countermeasures such as sirens, strobe lights or fog cannons to disorient and disrupt the attacker.
- All teachers, staff members and students must be drilled on the Run, Hide Fight methodology, including training them to fight back with improvised weapons if no other option exists.
- As part of your school's Emergency Operations Plan, you must consider including armed and trained personnel on the property equipped with live or Simunition firearms.