# KEY CONTROL ACTIVITY: WHO'S GOT THE KEYS?

Maintaining vigilant watch over who has building keys and where they are stored and protected is vital to controlling access to the school.

Present each of the following potential problems in round table fashion to diverse groups of faculty, support staff, and security team members for discussion and review. To facilitate productive discussion, include a variety of roles in each team (i.e. custodian, classroom teacher, itinerant faculty, administrator, school police officer, cafeteria staff, parent, office staff, et al.).

In each scenario below, round table teams should informally step through each phase of the Straight-A Security Model using the Key Control Worksheet on the following page.

## Group Topics: What Are the Consequences of the Following?

1. Locking Doors Left Unlocked
2. Duplicated, Lost, and Stolen Keys
3. Lack of Substitute Teacher/Itinerant Faculty key policy
4. Keys Unsupervised
5. Keys Out of Quick Reach of Staff
6. Locks and Keys that Don't Work

## Bonus activity: Each group can come up with additional areas of potential vulnerability to review and discuss.

# KEY CONTROL WORKSHEET: GROUP ACTIVITY

**Potential Problem(s) Identified:**

## Assess

1. How do we stand on this issue?

2. Is it a problem for us?

3. Can we handle this issue with better efficiency?

4. Better efficacy?

## Act

5. How might we address this problem?

6. What kind of plans and procedures could we employ?

7. What kind of measures, alterations, or changes would make this work?

## Audit

What natural (informal) opportunities exist for increased vigilance and awareness of this issue? If problems arise, to whom will staff report these problems? How will we test our plans to address this issue?  With what frequency will we test these plans?

# KEY CONTROL: FACILITATOR'S SUPPLEMENT

## Post Round-Table Wrap Up

The potential solutions below may be used by facilitators during the round table activity or to help facilitate a larger group discussion.

## Potential Solutions to Consider:

**Swipe cards (like used in hotels)**
... although expensive can be deactivated when lost or not returned (proper diligence is still required)

**Vigilant Supervision of Keys**
... helps keep staff conscious of key control and access (one idea is a regular "hands on your keys" prompt for staff to keep staff aware of their key access)

Periodic Key Inventory
... throughout the school year improve key control and awareness of lost or stolen keys

**Lanyards**
... keep keys at hand for staff and prevent potential left or loss

**Library System**
... sign in and out for keys; require a "deposit" (often a driver's license or other identification for substitutes and visiting staff)

## Potential Problems:

• Locking doors left unlocked

• Substitute teachers/Itinerant faculty

• Duplicated, lost and stolen keys

• Unsupervised keys

• Keys out of quick reach of staff

• Locks and keys that don't work