

LAYERS OF **SECURITY**

TOOLKIT TWO: ACT

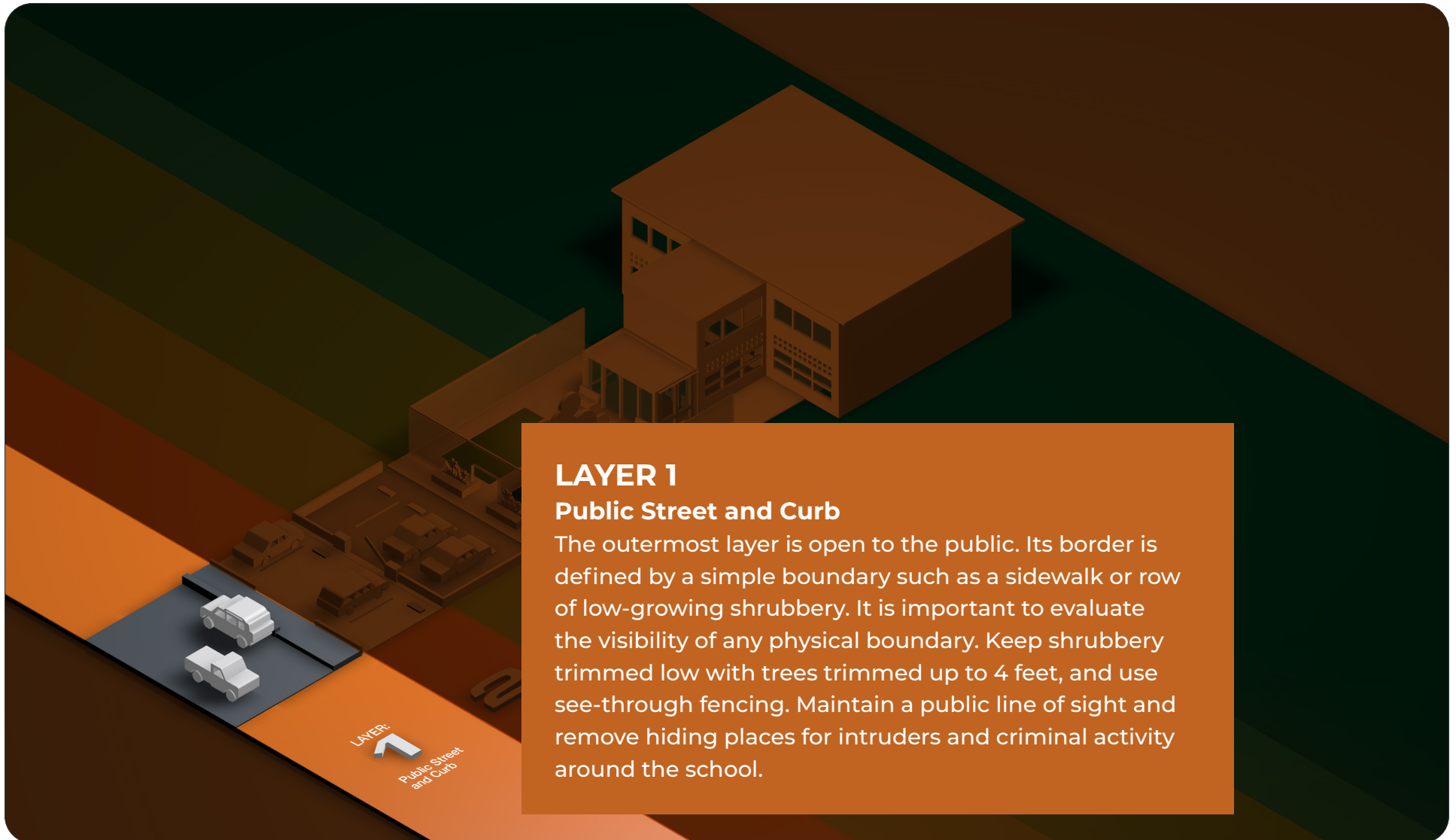
LAYERS OF SECURITY



A simple, often in expensive approach to school security can be achieved by designing layers of security, many individual barriers and deterrents to danger. One layer of security (for example, a locked entrance) can be defeated quickly. However, multiple layers (for example, visible campus surveillance, a locked entrance, a visitor registration procedure, lockable hallway doors, and lockable classroom doors, increase the likelihood of deterring an intruder, or delaying the individual long enough for Emergency Responders to intervene. Be sure that your security team works closely with local law enforcement and fire departments to determine which layers of security are appropriate and safe for your school.

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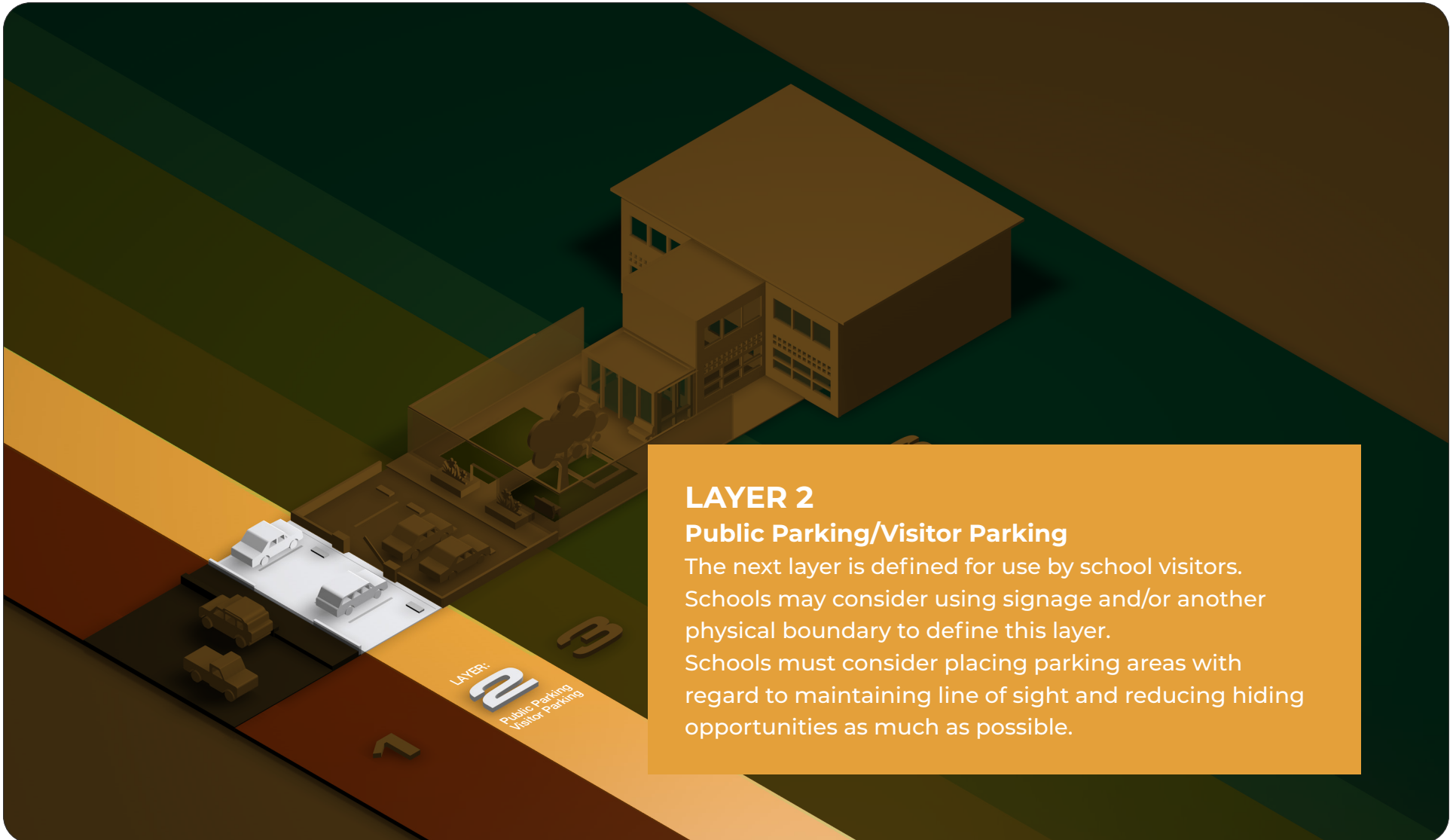
LAYER 1

Public Street and Curb

The outermost layer is open to the public. Its border is defined by a simple boundary such as a sidewalk or row of low-growing shrubbery. It is important to evaluate the visibility of any physical boundary. Keep shrubbery trimmed low with trees trimmed up to 4 feet, and use see-through fencing. Maintain a public line of sight and remove hiding places for intruders and criminal activity around the school.

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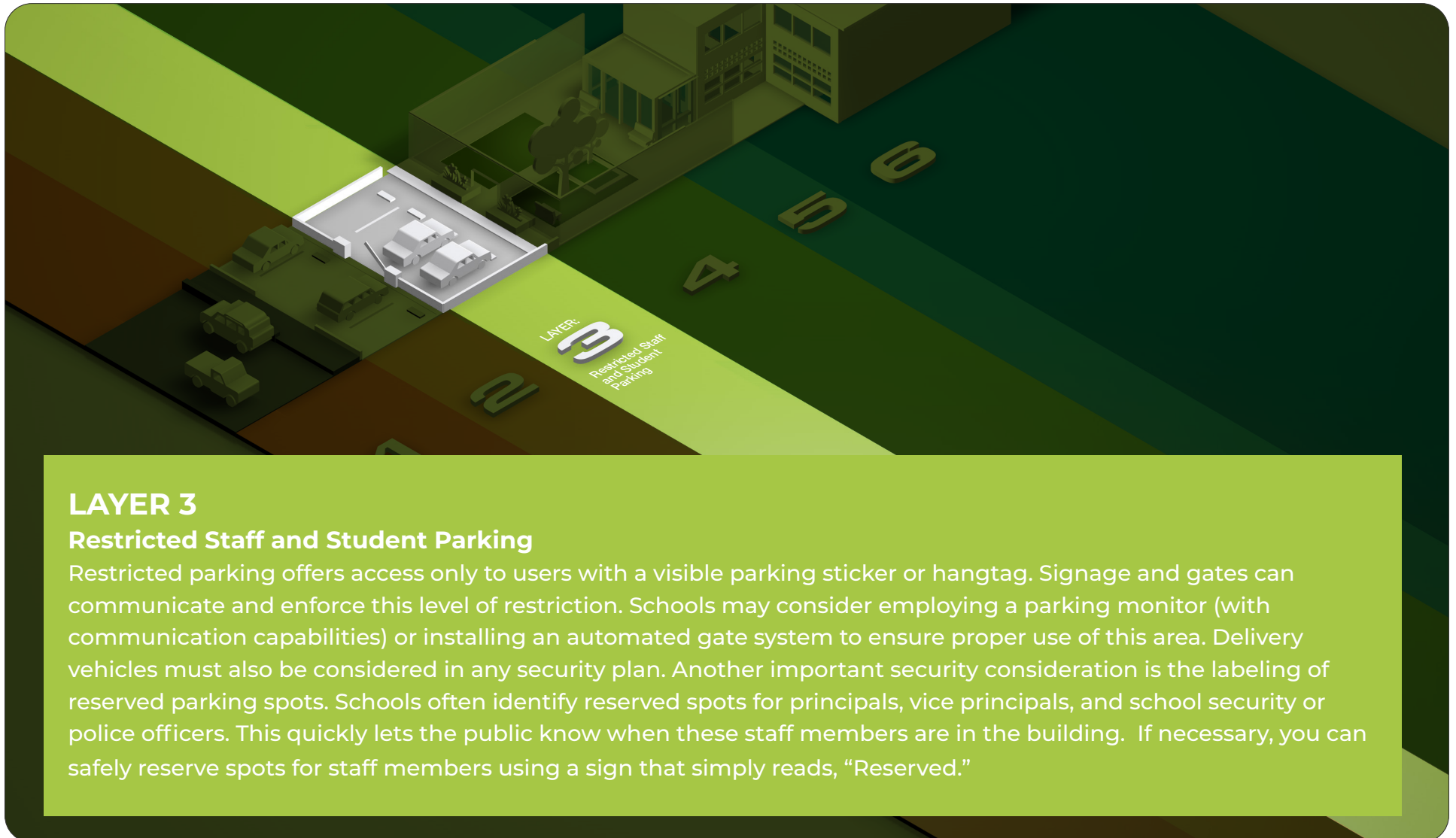
LAYER 2

Public Parking/Visitor Parking

The next layer is defined for use by school visitors. Schools may consider using signage and/or another physical boundary to define this layer. Schools must consider placing parking areas with regard to maintaining line of sight and reducing hiding opportunities as much as possible.

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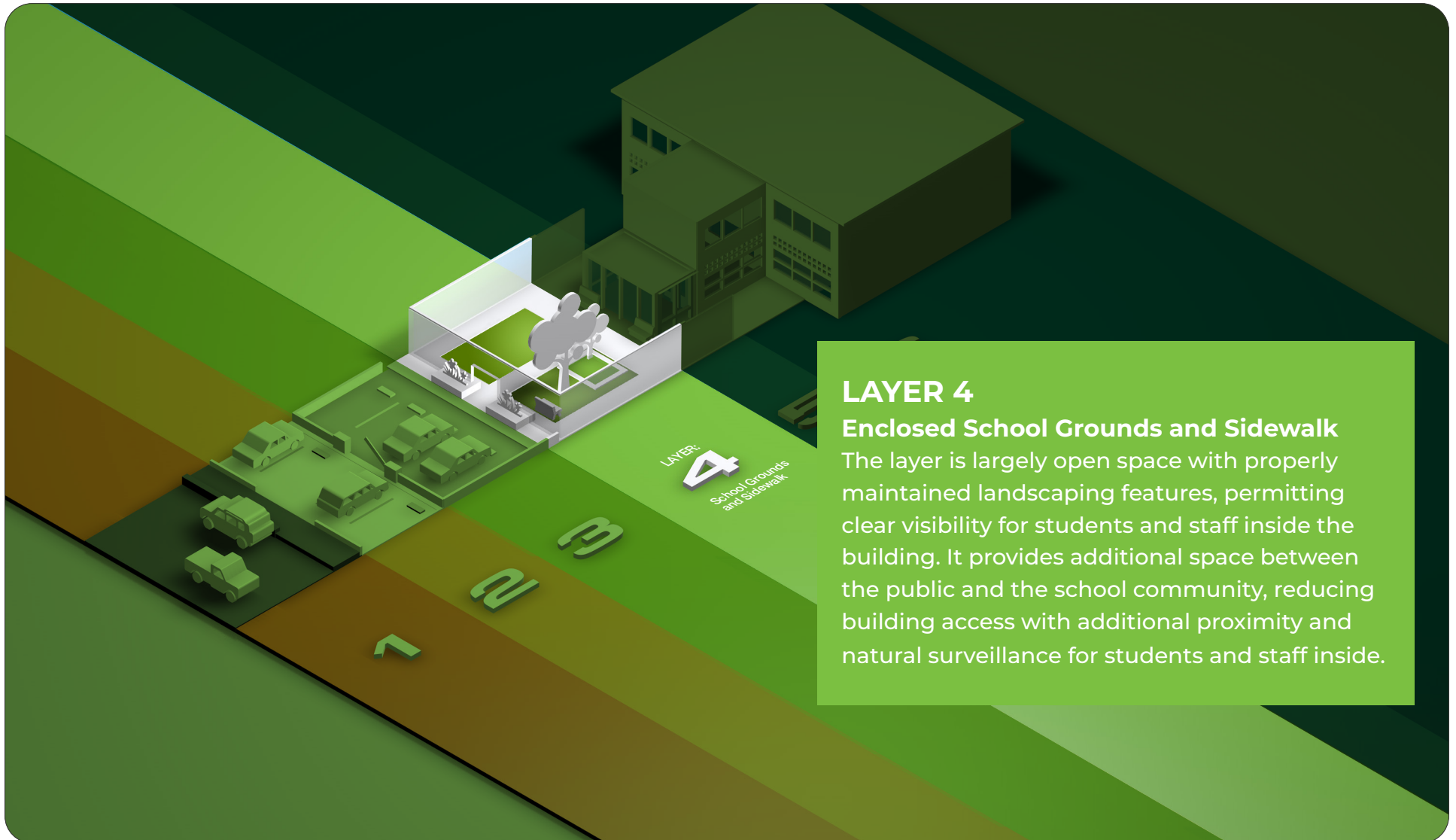
LAYER 3

Restricted Staff and Student Parking

Restricted parking offers access only to users with a visible parking sticker or hangtag. Signage and gates can communicate and enforce this level of restriction. Schools may consider employing a parking monitor (with communication capabilities) or installing an automated gate system to ensure proper use of this area. Delivery vehicles must also be considered in any security plan. Another important security consideration is the labeling of reserved parking spots. Schools often identify reserved spots for principals, vice principals, and school security or police officers. This quickly lets the public know when these staff members are in the building. If necessary, you can safely reserve spots for staff members using a sign that simply reads, “Reserved.”

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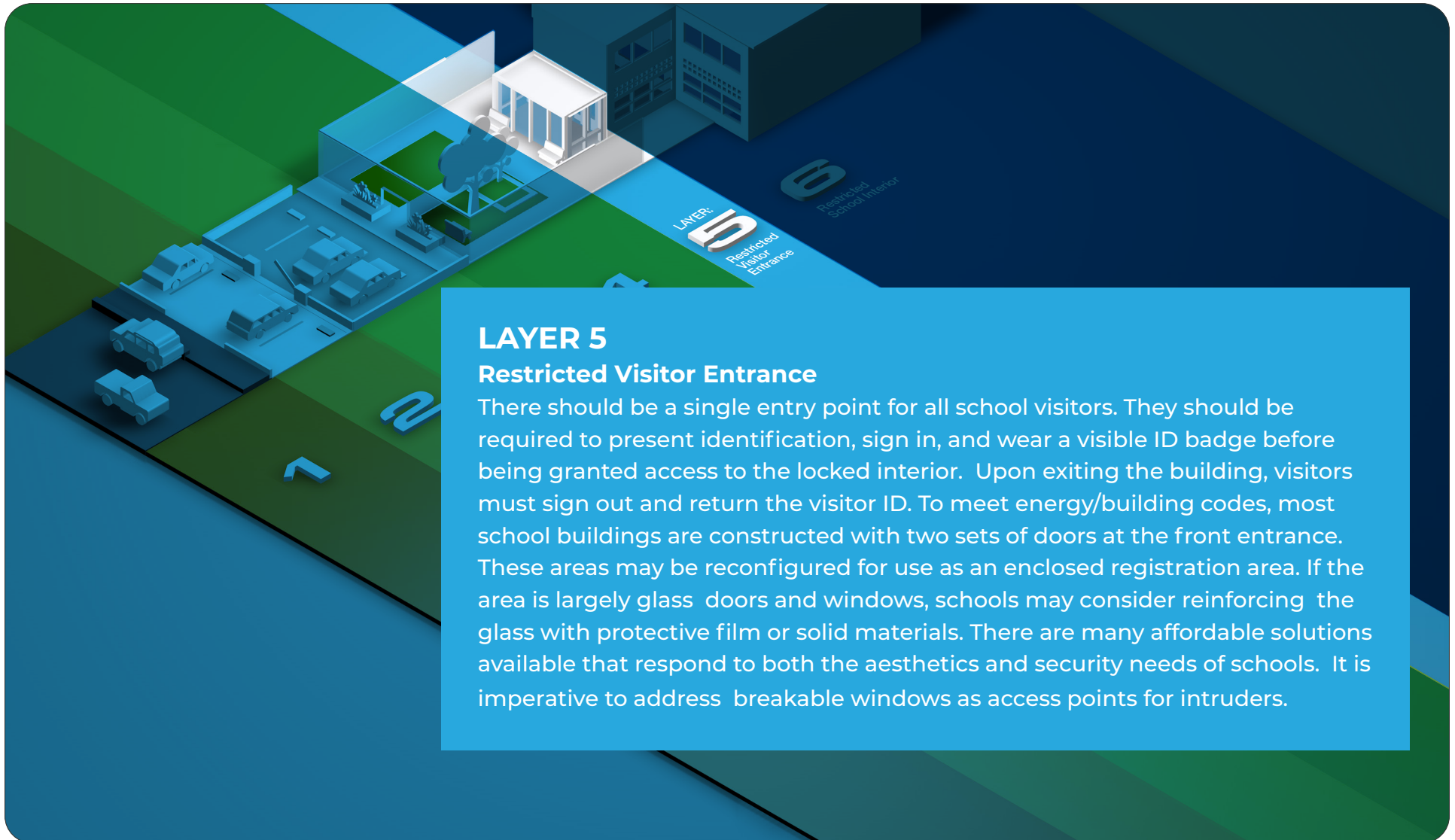
LAYER 4

Enclosed School Grounds and Sidewalk

The layer is largely open space with properly maintained landscaping features, permitting clear visibility for students and staff inside the building. It provides additional space between the public and the school community, reducing building access with additional proximity and natural surveillance for students and staff inside.

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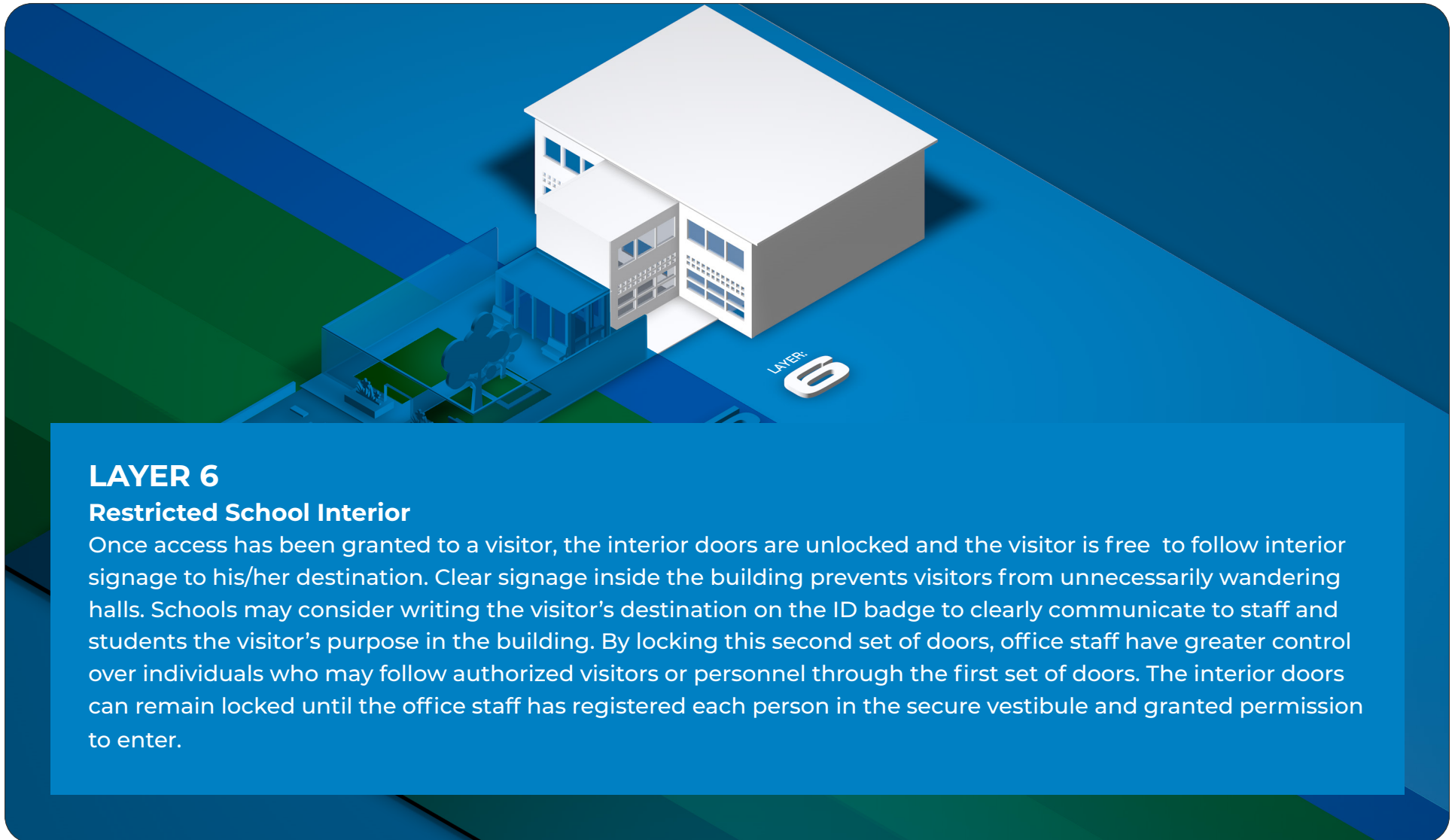
LAYER 5

Restricted Visitor Entrance

There should be a single entry point for all school visitors. They should be required to present identification, sign in, and wear a visible ID badge before being granted access to the locked interior. Upon exiting the building, visitors must sign out and return the visitor ID. To meet energy/building codes, most school buildings are constructed with two sets of doors at the front entrance. These areas may be reconfigured for use as an enclosed registration area. If the area is largely glass doors and windows, schools may consider reinforcing the glass with protective film or solid materials. There are many affordable solutions available that respond to both the aesthetics and security needs of schools. It is imperative to address breakable windows as access points for intruders.

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LAYER 6

Restricted School Interior

Once access has been granted to a visitor, the interior doors are unlocked and the visitor is free to follow interior signage to his/her destination. Clear signage inside the building prevents visitors from unnecessarily wandering halls. Schools may consider writing the visitor's destination on the ID badge to clearly communicate to staff and students the visitor's purpose in the building. By locking this second set of doors, office staff have greater control over individuals who may follow authorized visitors or personnel through the first set of doors. The interior doors can remain locked until the office staff has registered each person in the secure vestibule and granted permission to enter.