

Safer Access Initiative Door Locking Procedures Form

Important items to remember:

- This form, once completed, must be saved as a PDF and included as an addendum to the School Safety Plan.
- The installation and use of a Door Locking System **does not** result in any changes to your Door Alarm Response Plan. **All Door Alarms must remain activated and assessed regularly to ensure proper working order.**
- On a campus, all visitor entry **must** take place at the single main entrance to the building.
- All doors **must** have signage indicating that "Doors must never be propped open or left open and unattended".
- All current Visitor Control Procedures as outlined in the School Safety Plan **must** followed at all times.
- Buildings with accessible entrances **must** always adhere to the directions outlined in the Building Accessibility Profile (BAP) which can be found in the School Safety Plan.
- Only doors adjacent to the main entrance will be unlocked for morning entry, dismissal, and emergency drills. The locked main entrance door is not to be deactivated or used for entry, dismissal, or emergency drills.

Immediately contact your school custodian and Deputy Director of School Facilities whenever your Door Locking System needs repair.

The Borough Safety Director and the Superintendent must be informed if the Door Locking System needs to be deactivated for any period of time for repair.

Times during morning entry when the doors adjacent to the locked main entrance door will remain unlocked: 8:10 - 8:18 a

Times during dismissal when the doors adjacent to the locked main entrance door will remain unlocked: 8:15 - 8:18 m

The following staff are responsible to train all School Safety Agents assigned to the school, as well as staff with safety-related roles in the proper use of the Door Locking System (list up to three school staff only)

Maureen Seluga _____

The following school staff have been trained in the proper use of the Door Locking System. For "Role in the Building", select from Principal, Assistant Principal, School Aide, Dean, BRT member.

Name	Role in the Building
Alex Nichols	Principal
Ang. Henriquez	Asst Principal
Andree Noriega	Asst Principal
Maureen Seluga	BRT leader
Matthew Morales	School Aid
Dionery Reyes	School Aid
SSA T. Ortega	SSA
B. Robinson	SSA
Lissette Alvarez	payroll
Monique Register	payroll