



School Security 101: Primary Elements

Critical & Convenient Solutions

Insight to safety measures and elements to maintain the security of your school and everyone in it. Whether protecting a single building or an entire district with multiple campuses, here are best practices to ensure the safety of your students and staff.



WHITE PAPER
EDUCATIONAL

Increased Security
Reduces Crimes
Against Students



Primary Elements for Student Safety & School Security.

Best practices to ensure your school and campus are protected.

From single building applications to large districts with multiple facilities, security should be at top of mind. **With these best practices, your school security is sure to improve.**

School Security Begins at the Front Door

For most campuses, security begins at the front door. But surprisingly, many schools still have people randomly walk into their buildings through unlocked, un-monitored entries. Aiphone offers simple, cost-effective measures designed to greatly improve school safety and security. We make it easy to take control of campus entries. Here's a look at entry security and how communication solutions can be used – and integrated with complementary security layers to make your campus safer.

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Locking the Door is Not Enough

Following tragic events, such as 1999's Columbine massacre, many campuses started locking doors and keeping them locked whenever possible. It was a good start, but not without problems. Parents, vendors, and delivery personnel often arrive at unplanned times throughout the day. It was asking too much of office staff to physically unlock the door



for each tardy student or approved visitor. It could be even worse, asking them to come face-to-face with unwelcome individuals. Keeping doors locked is still a good idea, but not the total solution.

Clear video and audio from these stations allow campus staff to see and communicate with visitors to determine their intent.

Glass doors, popular on many campuses, provide little protection against a criminal armed with a crowbar, a hammer, or a gun. Steel or solid-core wood doors are much more secure. If replacing glass isn't possible, reinforce it with stainless steel security screens or security film capable of stopping, or at least delaying, entry by a determined criminal. Every minute of delay provides more time for first responders to arrive.

Also, replace mechanical locks. Keys can be lost, stolen, or copied, ending up in the hands of criminals. Instead, install electromechanical locks with a keypad or card/fob readers, which allow employees and approved vendors to enter through designated doors on their own.



Visitors, vendors, and delivery drivers can call reception to be properly identified and granted access.

Be Proactive

Certain campus visitors need to be kept away from students. They may include non-custodial parents, known sex offenders, other criminals, and certainly, active shooters. To be proactive, install video intercom door stations outside regularly used entries. Clear video and audio from these stations allow campus staff to see and communicate with visitors to determine their intent. If access is granted, doors can be remotely unlocked by the push of a button on an interior master station. If a conflict arises – or if there's any doubt about a visitor – staff remains safe behind a locked door and can escalate matters to campus security or first responders.



Video intercoms like these provide a door entry security, communication, and monitoring.

Additionally, the video feature provides an eye-level view, displaying close-up detail. If your school is not equipped with a visitor management system or ID reader, staff can have visitors show their photo ID at the door station camera to capture their information. If necessary, this information can then be referenced in the future.

There are other layers of security that help protect entries. Surveillance cameras are ideal for providing a broader live view (and recorded) of doors. They easily integrate with video intercoms, enabling campus staff to use the intercom's master station to toggle between the wider surveillance camera view and a close-up perspective from the intercom.

Many schools now add vestibules – or mantraps – immediately inside the front entry. It puts one more locked door between visitors and students. It also gives staff another opportunity to view the visitor and ensure no one else entered while the main door was unlocked.

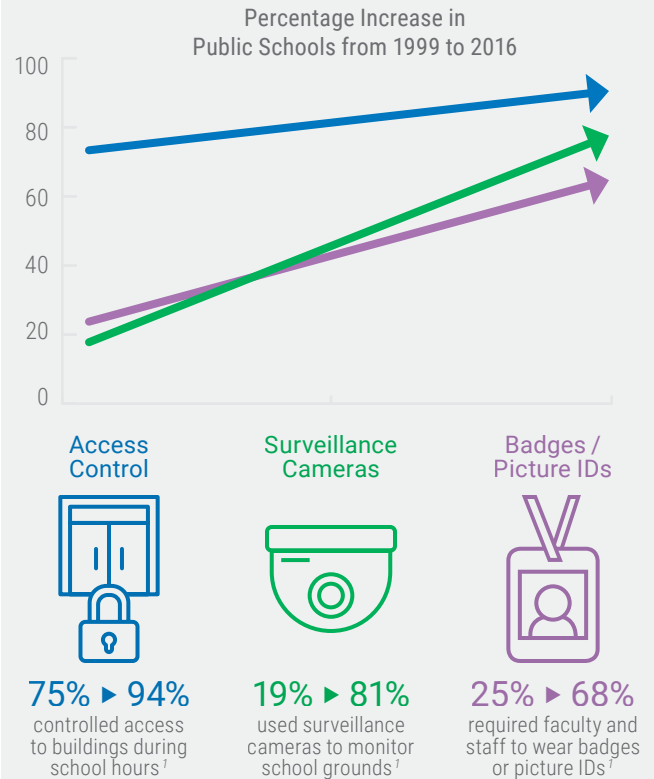
ID badges are another good idea. They are a clear indicator of who belongs in the building, making it easy to spot non-authorized people. Badges can also double as access cards for staff, allowing them to quickly use employee entries.

Visitor management systems provide temporary badges to visitors once they show a government-approved ID. This exchange often takes place in the mantrap with staff behind bullet-proof glass. The systems can also store campus watch lists of people to be denied access.

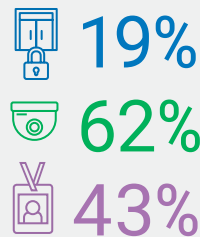
Communication is Critical

Communication is a vital security layer. And this is another area where intercoms play an important role. Overhead speakers connected to an audio intercom should be installed in offices, classrooms, hallways, stairwells, the library, and cafeteria. External weatherproof horn speakers broadcast in noisy environments where louder amplification is needed. These are ideal for alerting staff and students on playgrounds or athletic fields.

COMMON SECURITY MEASURES INCREASE SCHOOL SAFETY



INCREASED
security
measures



DECREASED
student
victimizations

65%



¹ U.S. Department of Education, National Center for Education Statistics, 1999-2000 and 2015-16 School Survey on Crime and Safety (SSOCS), 2000 and 2016; Fast Response Survey System (FRSS), "School Safety and Discipline: 2013-14," FRSS 106, 2014.

Information is critical during a natural or man-made emergency. If an intruder is roaming the grounds, staff can be instructed to begin lock-down procedures. Office staff and teachers can quickly reach one another with room-to-room communication. If a call from a teacher is placed, and interrupted prior to speaking, office personnel can see which classroom initiated the contact through the master station.

Informing your school of risks as they occur is critical in reducing the negative impact they could potentially inflict.

During any emergency, the use of code words and phrases allow instructions to be passed between staff without unnecessarily alarming students.

Audio intercoms can also be used as help points. And with many schools keeping classrooms locked from the inside, these stations give teachers a means to have 2-way communication with the main office or campus security.

Panic buttons provide a single button to immediately notify campus security or first responders of an emergency situation. The buttons can be hardwired and placed throughout

the campus, or wireless versions can be worn as pendants by teachers and staff.

Informing your school of risks as they occur is critical in reducing the negative impact they could potentially inflict.

Communication is Convenient

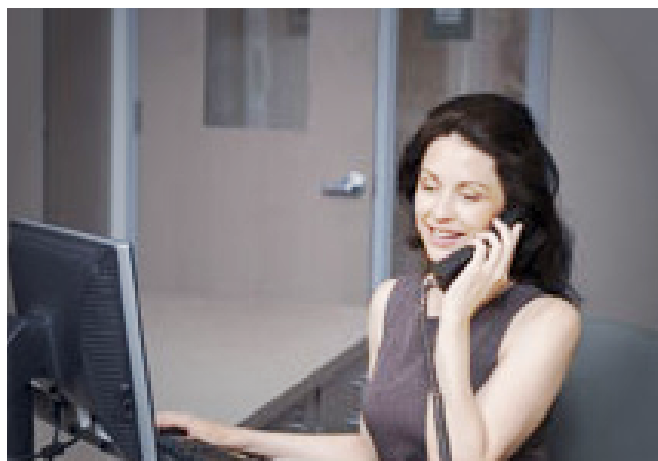
Intercom solutions have the added benefit of convenience. Bell schedules can easily be programmed to trigger at regular intervals. Paging announcements can be set up for planned events. Depending on the nature of a message, staff has the option to page a specific room, a group of rooms, or all connected rooms.



Bell scheduling and paging systems notify and alert schools of routine class changes or unforeseen events.



Teachers can quickly reach the main office with classroom call stations.



Office-to-office communication offers a convenient way for staff to keep each other informed.

Staff frequently needs to communicate on a non-emergency basis. Again, audio intercoms provide a great solution. Administration might have sensitive information, such as student disciplinary action, that only a teacher should hear. In these cases, the teacher can pick up an intercom handset for a private conversation.

Stay Connected, District-Wide

By using an IP-based video intercom solution, entry security and communication benefits can be spread across all campus buildings or district schools. Multiple buildings connected by a networked intercom system reduces the need for additional resources, saving on overhead costs. One security guard or staff member at a master video intercom station can easily monitor visitor access to any building on the same network. A mobile app also provides control of the video intercom while a guard or officer is on campus patrol.

One security guard or staff member... can easily monitor visitor access to any building on the same network.

Plan, Practice, Protect

Tools such as video and audio intercoms are affordable, easy to install, and simple to operate. They've been proven many times to be effective at monitoring entries and helping to control visitor access. And they work well with security cameras and access control systems.

These various systems provide valuable layers of security, each building upon one another. But even the best security plan can fail if staff doesn't follow procedures before, during, and immediately after an emergency. Create an emergency plan, put it into

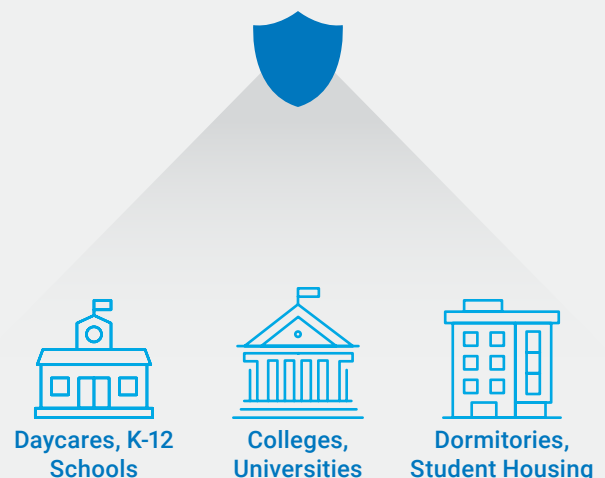
A NETWORKED SECURITY SYSTEM REDUCES THE NEED FOR RESOURCES



One guard or staff member can

- ✓ Identify Visitors
- ✓ Communicate
- ✓ Monitor
- ✓ Unlock Doors

...all from a central location



writing, and then practice it regularly as you would a fire drill. Explain to staff, parents, vendors, and students why it's so important to keep entries secure.

...the best security plan can fail if staff doesn't follow procedures before, during, and immediately after an emergency.

It's not reasonable to postpone protecting people and property. If you're not sure where to start, reach out to your security integrator or visit the Aiphone website. We have many solutions for visitor screening, video monitoring, campus-wide communication, and paging systems to help you create a learning environment that places a premium on safety and security.

Learn more or request a free on-site assessment at aiphone.com/school

With Aiphone security and communication solutions, faculty can:



Identify visitors and speak with them to determine intent



Unlock the door for approved visitors



Communicate between offices and reach individual teachers



Page classrooms and broadcast announcements



Alert entire school or campus of an emergency



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SECURITY COMMUNICATION SOLUTIONS

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