BULLETIN NO. 1
Access Control: Controlling the Building Perimeter

There is a need to address crisis situations outside the norm at educational facilities. The mindset of "it can't happen here" is not a viable option. It is critically important to address potential man-made and natural hazards. The options outlined below are baseline options to consider when reviewing exterior access countermeasures; this is not intended to be an all-inclusive list.

Definition of "Access Control" - The control of persons and materials entering into and moving within protected buildings or areas through one or more of the following measures:

Mechanical (locks, reinforced doors, etc. to deny or increase the effort to enter);
Organizational (policies and procedures using persons to guard or authorize entry);
Architectural (design of spaces and elements to bar or slow entry).

Common Vulnerabilities -
Lack of access control conditions;
Have access control conditions but lack a "security culture" for it to function properly;
Have access control but lack communication and training about why it was implemented;
No compliance requirement or structure for non-compliance;
Building doors unlocked or propped open;
Doors damaged or maladjusted so will not close properly;
Lack of planning for how to admit visitors and vendors;
Lack of buy-in from staff that must perform access control duties;
Lack of training for staff, student and parents.

Picture on reverse:
Protective Measures -
Close and lock all exterior doors;
Monitor student arrival and dismissal times with sufficient staff members;
Do not allow any door to be propped open for any reason; use door alarms;
Implement comprehensive visitor/vendor authorization program;
Implement key control program or use electronic locks;
Implement door preventive maintenance program;
Remove access hardware from non-ingress exterior doors, add anti-intrusion latch plate and hinge protection ;
Maintain access control for after-hours programs;
Segregate unused parts of building during afterhours usages;
Train staff on techniques and importance of access control measures;
Provide appropriate signage to identify access points and areas with restricted access.

For additional information or questions, please contact one of the following:
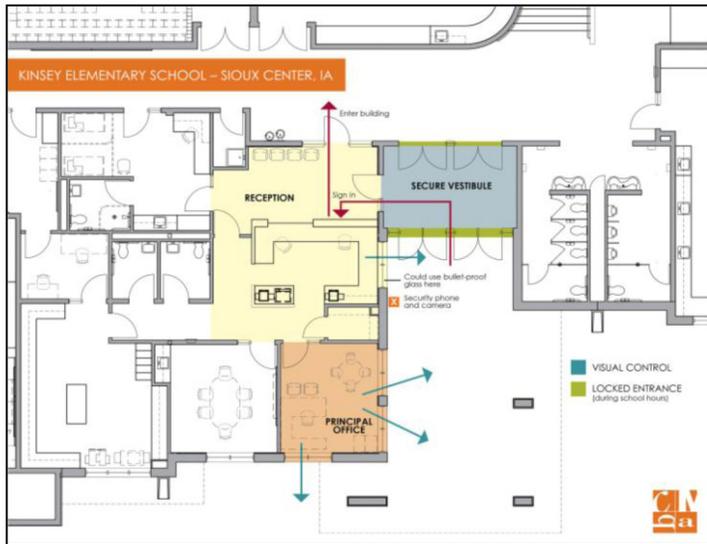Matt Carver, School Administrators of Iowa- mcarver@sai-iowa.org
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Access Control Main Entry Plan courtesy of Cannon Moss Brygger Architects, Sioux City