



Top Tips for Keeping Your Campus Secure

Our district prioritizes the safety of staff, students, and visitors. All employees are responsible for keeping the campus secure. Do your part by following these tips every day.

- ✓ Make sure exterior doors shut and lock when entering or exiting the building. Never prop open an exterior door. If you see a door propped open, close it immediately and notify campus administration.
- ✓ Keep windows closed and locked.
- ✓ Make sure locks on classroom doors are in working order.
- ✓ Immediately report broken locks and damaged doors to campus administration and maintenance. Keep reporting until the issue is fixed.
- ✓ Keep classroom doors closed during instruction. Either lock the door or make sure it can be locked easily and quickly.
- ✓ Never bypass visitor management practices by letting someone in a side or back door.
- ✓ Wear identification badges at all times, and ensure they are visible to others.
- ✓ Escort visitors who aren't wearing visitor badges to the office, or find someone who can escort them.
- ✓ Report suspicious activity on or around campus by calling 9-1-1 immediately and notifying campus administration and campus police (if applicable).
- ✓ Get familiar with your district's emergency operations plans and procedures. Make sure you're comfortable calling a lockdown or other emergency notification as necessary.
- ✓ Ask substitutes whether they've received guidance on emergency procedures.
- ✓ Empower students to check doors and report suspicious activity.
- ✓ Communicate with parents about the importance of checking in at the office and following proper procedures when they visit campus.