



# Best Practices for Securing Classrooms

According to industry best practices, locks on classroom doors should meet the following parameters:

- Outside levers should be lockable from inside the room without opening the door. (Sandy Hook, MSD, Robb, FED, PASS)
- Locks on classroom doors should be able to open from outside of the room with key or credential, allowing access for administration or law enforcement. (FED, PASS, Model Codes)
- Classroom locking devices should comply with fire, life safety and ADA codes and requirements. (Sandy Hook, FED)
- Keys or credentials should be always in the possession of teachers and staff. (MSD, Robb)
- Locks should have visual indicators so occupants of the room can see the status of the door (locked or unlocked). (PASS)

**Sandy Hook** Final Report of the Sandy Hook Advisory Commission, 03/2015 **MSD** Marjory Stoneman Douglass High School Public Safety Commission, 01/02/2019 **Robb** Investigative Committee on the Robb Elementary Shooting, Texas House of Representatives, Interim Report July 17, 2022 **FED** Final Report of the Federal Commission on School Safety, 12/18/2018 **PASS** PASS Guidelines 6th Edition, 2023 **Model Codes** including International Building Code (IBC), 2018 and subsequent editions, International Fire Code (IFC), 2018 and subsequent editions, NFPA 101 – Life Safety Code, 2018 and subsequent editions

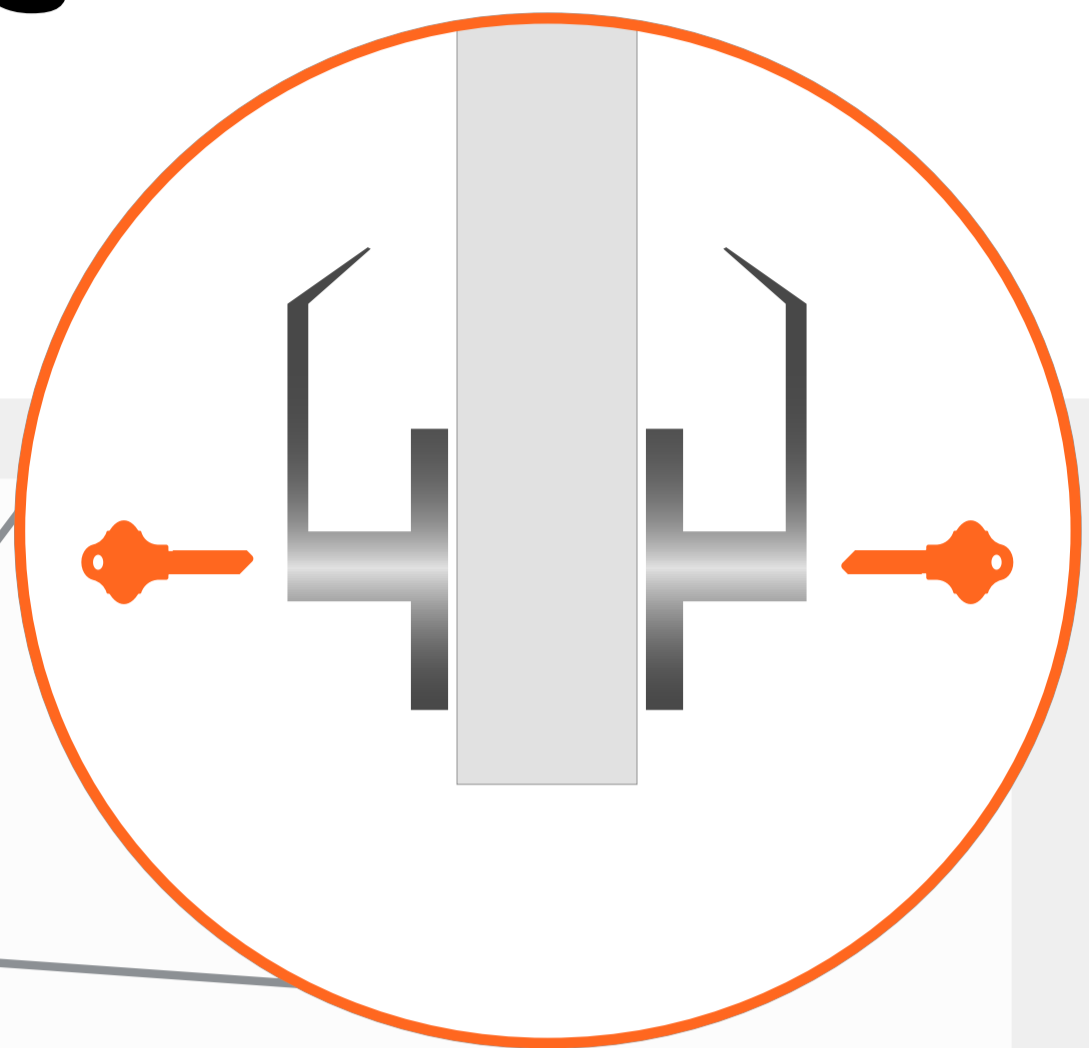


## Recommended Lock Functions for Classrooms

### Locks from inside with a key

Use a metal key on either the inside or the outside to lock the outside lever ONLY.

The inside lever remains unlocked at all times, allowing occupants to exit at any time.

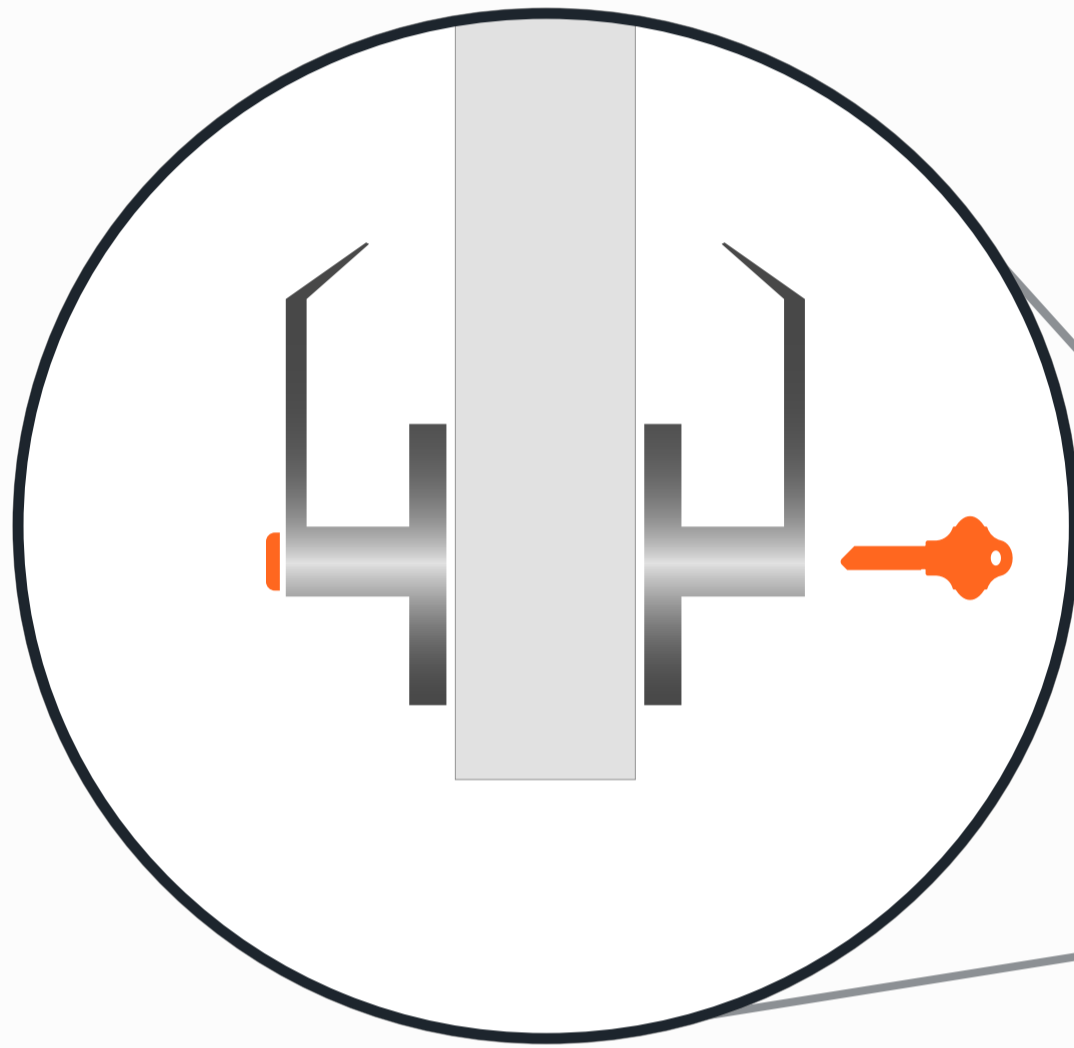


#### Benefits:

- ◆ The door is able to be locked from the inside during a lockdown.
- ◆ Key control keeps unauthorized people from locking the door.

#### Considerations:

- ◆ Metal key must be present, and may need to be located and used in high-stress situations.
- ◆ Some local jurisdictions may not allow this function. Check your local codes.



### Locks from inside with a push button or thumb turn

In addition to a keyed outside lever, a thumb turn or push button on the inside can lock or unlock the outside lever.

The inside lever remains unlocked at all times, allowing occupants to exit at any time.

#### Benefits:

- ◆ The door is able to easily be locked from the inside during a lockdown by anyone.
- ◆ A key holder does not need to be present to lock the door, eliminating the need to issue keys to substitute teachers.

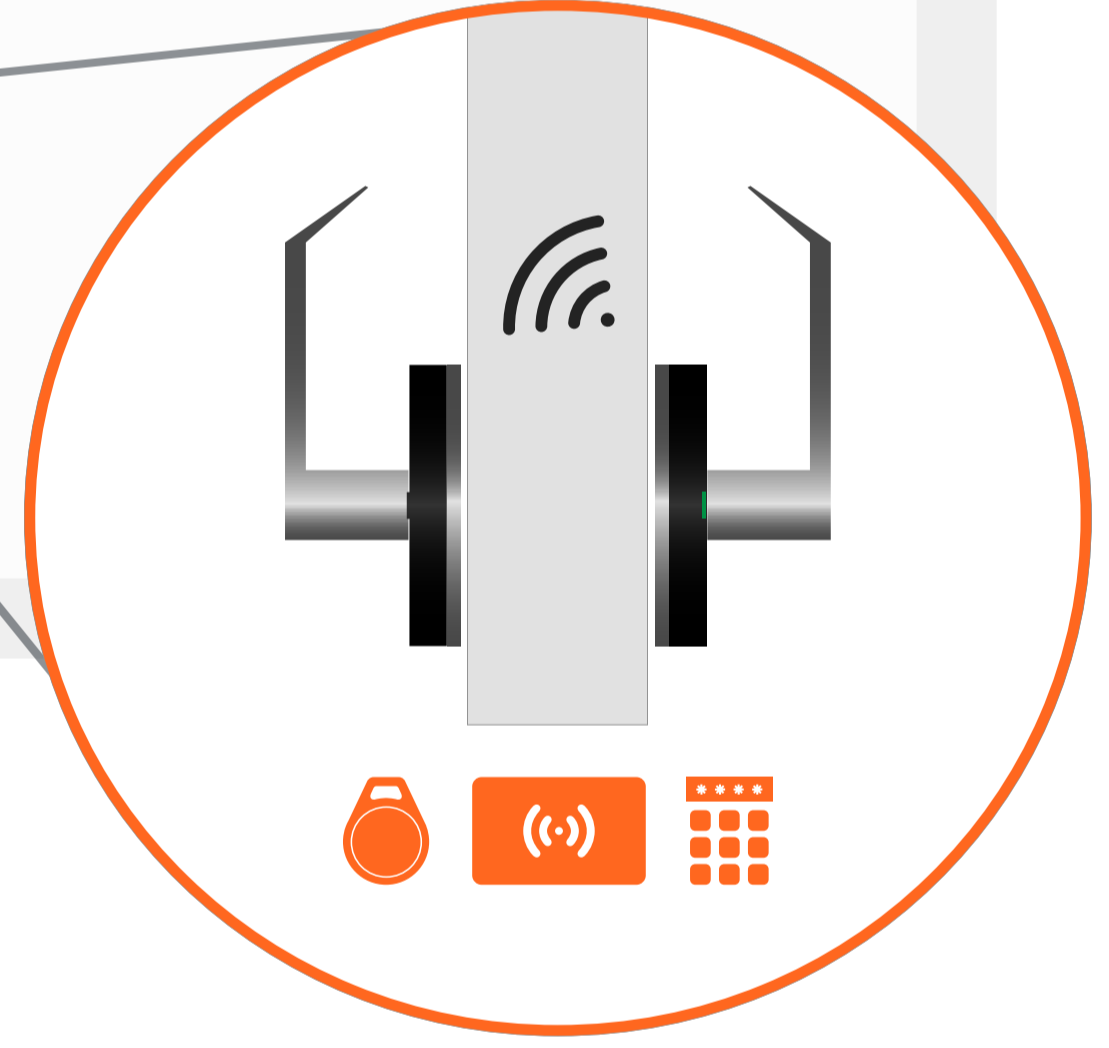
#### Considerations:

- ◆ Anyone inside of the room can easily lock the door.

### Electronic locks

When used on classroom doors and tied into a centralized access control system, electronic locks provide the following increased security benefits:

- All connected doors lock down in seconds with centralized command.
- Instant notifications can be sent to the administration staff or SRO, alerting others a lockdown has been initiated.
- Real-time monitoring whether the door is closed, latched and/or locked.
- Eliminate the need to issue keys to lock down the classroom.
- Card\* technology allows instant management of who and where cards can be used, eliminating the risk of lost keys.



The inside lever remains unlocked at all times, allowing occupants to exit at any time.

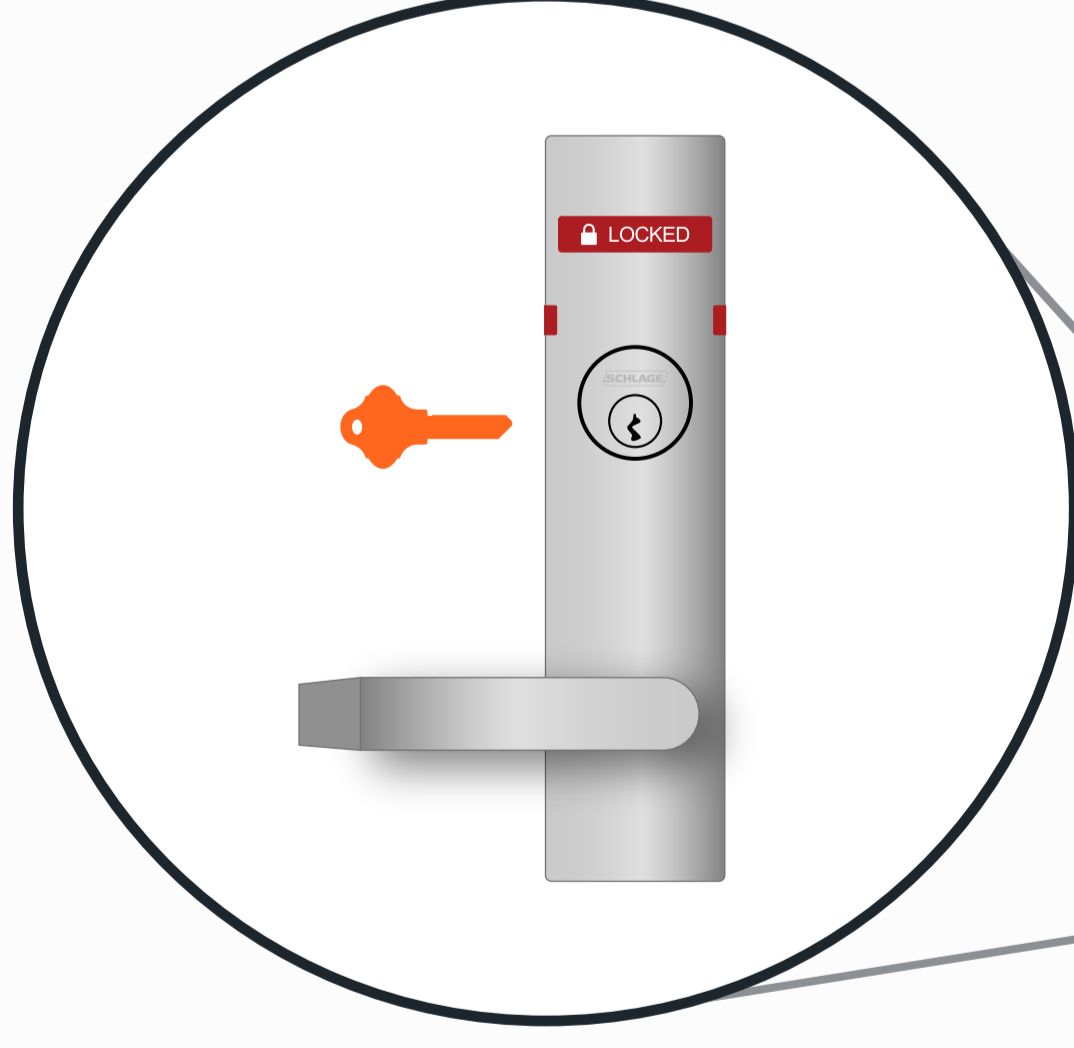
\*You can use cards, fobs or pin access with electronic locking devices.

#### Benefits:

- ◆ All rooms are immediately locked down without a key or card.
- ◆ No one has to go to a door and lock it during an emergency.
- ◆ No keys or cards required, so key holder does not need to be present to secure the room.

#### Considerations:

- ◆ Software-based security systems require additional staff training and expertise.



### Visual indicators

Visual indicators are recommended on classroom locks to quickly show lock/unlock status without having to approach the door.

### Other areas where students assemble

Gymnasiums, auditoriums, media centers and other areas where students learn are also classrooms and may require different hardware solutions.

