

## Important School Security & Safety Tips

All, Maintenance and Operations Dispatch (331-7193) is your prime point-of-contact (POC) for security concerns. As always, extreme safety concerns should always be immediately referred to 911 for assistance. The following is offered to assist you with your continuing efforts to reduce security related incidents.

- **Remove laptops every night so that they are not visible through any of the windows.** They can be put in a cabinet or drawer so that they cannot be seen through the window.
- **Close all blinds and/or shades every night** so that valuables cannot be easily seen through the windows.
- **Turn off interior lights at night** so that it makes valuables more difficult to see from the outside. It also helps with the energy conservation efforts throughout the district.
- **If possible, move all desktop computers & electronics away from the windows.** It is too easy to smash a window and pull a computer/printer/projector/radio through, without even entering the classroom.
- Never leave a room unlocked if you are not inside of it. We have had thefts occur when the room has been left unlocked for just a few minutes to run to the office.
- When leaving for the day, check to make sure all doors and windows are properly closed and locked upon exiting. Do not leave anything unlocked and/or open, relying on the custodian to close and lock it during his/her cleaning rounds. The custodians have keys for a reason.
- **Also when you leave for the day, make sure the AC/Heater units are shut off.** This will help avoid false alarms with the AC/Heater blowing around the flag or papers which can set off the motion detectors and it will also help with the energy conservation efforts throughout the district.
- Some doors lock but do not latch unless the door is pushed closed with some force. Please report these doors to M&O so that they can be repaired.
- **Custodians should only unlock the room that they are cleaning at that time.** Do not unlock multiple classrooms and/or areas at one time. Then immediately lock that room before heading on to the next room.

- If your school site has multiple alarm systems and/or partitions, custodians should arm up an area as soon as they are finished with it so that that area is protected before moving on. We have had schools broken into when the alarm system is disarmed because the burglar watches the custodian enter an area on one side of the campus and then he breaks into a classroom on the other side of the campus.
- Never share your security alarm code and/or password with anyone.
- Be very careful with school site keys. Never have them attached to anything with the name of the school on it.
- Custodians should consider adjusting their cleaning schedule so that isolated classrooms or portables are cleaned during daylight hours if possible.
- Limit the number of people (staff) that have keys and alarm codes. Does everyone need to have access? The more people that have access, the more vulnerable your site becomes.
- In order to provide the school site and its employees with the highest level of security, it is recommended that teachers, staff and administration do not return to the site during non-school days or hours. When they arrive during non-school hours and disarm the system, it leaves the rest of the site very vulnerable to potential break-ins. It is also not a safe practice to be alone at a site after hours or at night.

Please see the M&O WEB site for information on this and other interesting topics.

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