

DRAFT Security Survey Questions for the Lincoln School

Locking of Doors

Current Practice: School doors are locked during school hours (between morning drop-off and afternoon pick-up) and all visitors must push the buzzer to be allowed into the school. School secretaries can view visitors on a monitor and talk through an intercom to determine whether to allow entry.

1. School doors should be locked at all times including at morning drop-off and afternoon pick-up. (This would mean parents would not enter the school building with students.)
 - a. Yes
 - b. No. The doors should remain unlocked at morning drop-off and afternoon pick-up to allow parents to accompany their children.

Cameras

Current Practice: There are cameras that show visitors at all main entrances of the school and can be monitored by the school secretary.

2. Should cameras be placed outside the school to monitor the activity that takes place on school grounds?
 - a. Yes. And, the cameras should record.
 - b. Yes. But, the cameras should not record.
 - c. No. We should not place cameras around the outside of the school.
3. Should cameras be placed inside the school to monitor the activity that takes place within the building?
 - a. Yes. And, the cameras should record.
 - b. Yes. But, the cameras should not record.

Visitor Process

Current Practice: Visitors are asked to check in at the main office and get a badge that they wear during their visit.

4. Which of the following procedures should be followed with visitors?
 - a. Visitors are **requested** to check into the main office and get a badge that they wear during their visit.
 - b. Visitors are **required** to check into the main office and get a badge that they wear during their visit.
 - c. Visitors must leave an identification i.e. driver's license with the secretary to obtain a visitor badge. The identification will be returned when the visitor leaves the building.
5. In order to monitor visitors within the building... (check all that apply)
 - a. they should be escorted to and from their destination
 - b. the secretary must have prior notice of the visit
 - c. the secretary should receive confirmation that the visitor reached their destination and be notified when they are returning to the office to leave the building