

<b>FREDERICK COUNTY PUBLIC SCHOOLS</b>	<b>Reg. No. 200-29</b>
<b>Subject: SCHOOL SECURITY, FACILITY ACCESS AND REPORTING EMERGENCIES</b>	<b>Issued: 7/1/87</b>
<b>Preparing Office: Office of the Superintendent</b>	<b>Amended: 8/2/22</b>

**I. Policy 111 School and Workplace Safety**

**II. Procedures**

A. In accordance with the Frederick County Public Schools (FCPS) Master Plan, it is an expectation that all students will learn in safe environments. The Security and Emergency Management Department has developed training and resources to ensure this goal. Standard operating procedures outlined in this regulation are intended to guide the protocols developed through collaboration with Security and Emergency Management experts.

B. Definitions (list is not intended to be all inclusive)

Badge/Key Manager: Person at each school or facility responsible for local ID badge and building keys management.

Building Access: The process of regulating outside entry to a facility or to secured interior spaces.

Perimeter: Facility and site boundary designations subject to security protocols.

Surveillance: Electronic systems that may include, but are not limited to, fire alarms, burglar alarms, alert beacons, and interior/exterior building security cameras. Access to these systems, and any subsequent review of activity on them, is approved by the supervisor of Security and Emergency Management. Additionally, all access to surveillance systems is code or password protected.

Visitor: Any individual (staff member, parent, child, community member, contractor) not regularly assigned to a designated site as an employee or student.

Photo-Identification Badges: Proximity style cards that encompass the FCPS logo, the employee's name and photo shall be utilized for access to their assigned buildings and displayed by staff as identification. FCPS photo-identification badges may only be created by the Security and Emergency Management Department (SEMD).

### III. Perimeter Security and Management

#### A. Property Perimeter (parking lots, athletic fields and outlying buildings)

1. Property lines shall be clearly defined by Facilities Services.
2. Exterior lighting shall be in good working order.
3. Bushes and shrubs shall be trimmed to provide clear line of sight and prevent concealment.
4. Signage shall mark visitor parking locations.
5. Outlying buildings shall be locked when not in use.
6. Gates shall be unlocked during school hours or when pre-approved facility use is granted by FCPS. They shall remain closed and locked at all other times.

#### B. Exterior Building Perimeter

1. All exterior and portable doors shall remain secured at all times. Except at the official opening time, only designated entrance doors shall be opened and the entry of students shall be supervised.
2. At the designated start time for classes to begin, all exterior and portable doors shall again be secured and the main entrance visitor entry protocol shall be followed:
  - a. Building administrators shall design safe passage protocols for travel to and from portables, including approved measures for access.
  - b. Any exterior doors which are utilized to allow entry of visitors for extracurricular activities or use by community user group shall be supervised at all times, as discussed and coordinated between the school administration and user group. (See FCPS Regulation [100-01 Rental of FCPS Facilities](#))
3. Signage on at least one door at each exterior entrance shall direct visitors to the main entrance.
4. Functionality of all exterior doors leading to the interior of the school will be inspected and documented on a semi-annual basis. Any necessary repairs will be made in an expedient manner with the affected door secured until repairs are completed.
5. Physical conditioning of the doors themselves will be inspected and documented on a quarterly basis. Any repairs will be made in an expedient manner with the affected door secured until repairs are completed.

C. Building Interior (classrooms, offices, hallways, stairwells, cafeteria, gymnasium and auditorium)

1. All classroom doors and doors leading into other instructional spaces shall have a locking functionality on them and will be secured (locked and closed) at all times, unless directly supervised by a staff member.
2. Storage rooms, closets, custodial work areas, maintenance areas, gymnasiums and auditoriums, and other areas with doors that have the capability to be secured will be closed and locked when not in use and supervised by a staff member.
3. Door windows, hallways and stairwells shall be unobstructed, except during emergency procedures.
4. Hallways, stairwells and restrooms shall be checked periodically.

**IV. Visitor Security and Management**

Visitor Entry Protocol - Principals and building managers shall be responsible for implementing the visitor entry protocol:

1. Buildings must have signage directing visitors to ring main entrance buzzer to request entry.
2. Prior to allowing entry, staff shall monitor visitors and request the following: full name and reason for visit.
3. Staff shall direct approved visitors to the main office for sign in.
4. Staff shall direct visitors denied access, off school property.
5. Visitors, including volunteers and FCPS employees not assigned to the facility, shall be entered into the visitor management system, and a paper log is an option only when the electronic visitor management system is unavailable.
6. Visitors not recognized by staff shall show identification. A government-issued photo ID is required.
7. All visitors shall be issued a visitor's badge except:
  - a. FCPS employees displaying an FCPS issued ID badge.
  - b. Visiting Local Education Agency (LEA) employees displaying their LEA issued ID badge.
  - c. Maryland State Board of Education employees displaying their state issued ID badge.
  - d. Emergency Responders (Police, EMS, Fire personnel) in uniform or displaying their agency issued badge.
  - e. Department of Social Services (DSS) and Child Protective Services (CPS) personnel displaying their agency's issued badge.

8. Visitor appointments shall be verified and visitors shall be escorted when in the building.
9. All contractors and service providers' paperwork shall be reviewed by staff.
10. Visitors shall return their visitor badge to the main office and sign out with staff when leaving.

## V. Trespassing

- A. Education Article, §26-102 of the *Annotated Code of Maryland* (Maryland law): "Trespass on the Grounds of a Public Institution of Elementary, Secondary, or Higher Education"
- B. Principals or any person designated in writing may deny access to the building and grounds to any person who:
  1. Is not a bona fide, currently registered student, staff or faculty member at that institution, and who does not have lawful business to pursue there.
  2. Is a bona fide, currently registered student at the institution and has been suspended or expelled from the institution, for the duration of the suspension or expulsion.
  3. Acts in a manner that disrupts or disturbs the normal educational functions of the institution.
- C. Administrative personnel and authorized employees of any public institution of elementary, secondary or higher education may demand identification from any person who desires to use or enter the premises of the institution.

## VI. Building Access Security and Management

### Key Control

- A. Individual Building Master Keys
  1. Property issued to regular and/or non-benefited employees must be done so in compliance with FCPS Regulation [200-46](#) *Property Assigned to FCPS Employees – Procedures for Issuance and Return*. Building master keys will be tracked utilizing the electronic key log form: <https://admin.fcps.org/security/key-manager>
  2. Principals and building managers shall be accountable for approving the assignment of building master keys at their facilities, and they may identify key managers who will be responsible to issue building master keys and shall maintain a current list of those assignments.

- a. An updated copy of the list will be available to the principals/building managers, supervisor of Security and Emergency Management, and the Lock Shop.
  - b. Anytime a building master key is lost or stolen, the key holder shall report, in writing, the loss immediately to the key manager who shall ensure a lost key report is completed and notify the principal or building manager, the Security and Emergency Management Department, and the Lock Shop.
3. No door lock shall be keyed off the building master key.
  4. No doors may be modified to prevent them from closing, locking, or securing.
  5. No door locks may be modified to prevent egress from the space, unless in an emergency.
  6. Return of School or Building Master Keys
    - a. Return of FCPS property shall be in accordance with FCPS Regulation [200-46](#) *Property Assigned to FCPS Employees – Procedures for Issuance and Return*. Building master keys shall be returned to the key manager and documented in the electronic key log.
    - b. It shall be the responsibility of the principal, building manager, or key manager to collect the master key from an employee changing assignments or ending employment.

#### B. Systemic Grand Master Keys

1. Grand master keys shall be controlled by the Security and Emergency Management Department, and shall only be issued to FCPS employees whose responsibilities require them access to multiple FCPS facilities.

Employees issued grand master keys shall not loan them to other individuals at any time.

2. Request for System-wide Grand Master Keys

Requests for issuance of system-wide grand master keys must be initiated at the director level or higher. The request shall be submitted by memorandum to the supervisor of Security and Emergency Management for approval.

3. Return of System-wide Grand Master Keys
  - a. Return of FCPS property shall be in accordance with FCPS Regulation [200-46](#) *Property Assigned to FCPS Employees – Procedures for Issuance and Return*.
  - b. It shall be the responsibility of the director or supervisor to collect the grand master key from an employee changing assignments or ending employment.
  - c. Collected grand master keys shall be returned to the Security and Emergency Management Department for inventory.
  
4. Lost/Stolen or Damaged Grand Master Keys
  - a. If a grand master key is lost or stolen, the key holder shall report the loss in writing immediately to their director, the supervisor of Security and Emergency Management Department, and the Lock Shop.
  - b. The key manager shall document the loss in the electronic key log.
  - c. Damaged or unserviceable grand master keys should be listed on a work order to the Lock Shop for replacement with the approval of the supervisor of Security and Emergency Management.
  - d. The damaged grand master key shall be returned to the Lock Shop prior to replacement.
  
- C. Employees and community user groups are prohibited from placing non-FCPS issued locks on FCPS facilities, outbuildings and gates.
  
- D. Employee Identification (ID) Badges
  1. Unless an exception is granted as determined and provided by the supervisor of Security and Emergency Management, photo-identification badges are required for all FCPS employees.

Photo-identification badges will remain the property of FCPS and will be returned utilizing the Employee Exit procedures as directed in FCPS Regulation [200-46](#) upon the employee's exit from the system.
  2. Temporary access badges may be issued to identified community user groups as approved by the supervisor of Security and Emergency Management.
  3. Employee Responsibilities
    - a. All employees issued an FCPS ID badge may not begin work until the badge has been obtained.

- b. All employees shall visibly display an FCPS issued ID badge when present on any FCPS property. Facilities, Maintenance and Custodial staff and Transportation Department mechanics are exempt while wearing an issued uniform with an FCPS patch and performing work that could result in their injury if wearing a badge.
- c. Employee ID badges shall be programmed and/or changed to allow appropriate employee access to FCPS facilities, as authorized by the Security and Emergency Management Department.
- d. Employees shall not loan their ID badge to another individual at any time.

4. Employer Responsibilities

- a. The Security and Emergency Management Department shall issue FCPS photo-identification badges.
- b. Security and Emergency Management will set staff access times based upon the custodial hours.
- c. FCPS custodial hours will be determined by the assignment to an elementary or secondary school.
  - i. Elementary hours will be 5:00 AM until midnight, Monday through Friday.
  - ii. Secondary hours will be 4:30 AM until midnight, Monday through Friday.
  - iii. Teachers will have access to the school 30 minutes after custodial hours begin and up to one (1) hour before custodial hours end.
  - iv. FCPS staff may have access on Saturdays to their assigned school, at the main entrance, between the hours of 7:00 AM until 5:00 PM with permission of the building administrator.
  - v. Coaches may have access from 5:00 AM until midnight, Monday through Thursday, and 5:00 AM until 2:00 AM on Fridays, at the appropriate exterior doors, and 6:00 AM until 10:00 PM on Saturdays at the main entrance.
  - vi. Swipe card access on Sundays will be limited to administrators and custodians who are supervising outside user groups.
  - vii. Access on non-school days and weekends must be documented by a log which will record the staff member's name, date and time of entry and exit from the building. The log will be maintained at the main entrance of the building.
  - viii. Any request to modify the access times shall be submitted to the Security and Emergency Management Department and by approval of the supervisor.

5. All lost FCPS ID badges (Staff ID, Facilities Temp, Athletics Temp) shall be reported immediately to the Security and Emergency Management Department by the local badge manager at their assigned school or facility.
  - a. Lost badges are to be immediately reported to the staff member's supervisor, who will notify the facility's local badge manager.
  - b. The local badge manager will submit a request to Security and Emergency Management using Brightly Request software (icon on FCPS-networked computer desk top).
  - c. Employees must complete a Badge Replacement Form found on Inside FCPS Form Finder:  
[https://formfinder.fcps.org/FormFinder%2FPayroll/PAY\\_Badge\\_Replacement.pdf](https://formfinder.fcps.org/FormFinder%2FPayroll/PAY_Badge_Replacement.pdf) to authorize payment of the replacement. A new ID badge will not be processed or issued by the Security and Emergency Management Department until this form is received.
6. Defective ID badges that are not physically damaged due to negligence should be forwarded to the local badge manager at their school or facility for replacement at no cost to employee via the Security and Emergency Management Department.
7. The ID badge for all employees leaving FCPS employment (resignation, retirement, or involuntary termination) must be collected by the supervisor and returned by the local badge manager to the Security and Emergency Management Department. The supervisor must immediately contact the Security and Emergency Management Department by phone and email to deactivate building accesses, particularly for involuntary terminations.

#### E. System-wide Access Badge Permission

##### 1. System-wide Access Control

ID badges programmed with system-wide access will be controlled by the Security and Emergency Management Department and shall be programmed for FCPS employees whose responsibilities require them to access multiple FCPS facilities and/or supervise students.

##### 2. Requests for System-wide Access

Requests for system-wide access must be initiated at the director level or higher. The request shall be submitted by memorandum to the supervisor of Security and Emergency Management.



## **VII. Surveillance Systems**

### **A. Building Intrusion Alarm Systems**

#### Operation

1. Building intrusion alarm systems shall be deactivated when buildings are occupied and activated when buildings are unoccupied.
2. Principals and program managers shall ensure that any staff authorized to enter their building, while the intrusion alarm is activated, are trained on proper procedures for deactivating and activating the intrusion alarm system.

### **B. Video Surveillance System**

#### Video Surveillance System Purchase, Installation, and Maintenance

1. The Security and Emergency Management Department shall be authorized to purchase, install, maintain, and provide access to video surveillance equipment in FCPS buildings and on FCPS property to the extent allowable by law. No other agency or person shall be authorized to install video surveillance equipment in any FCPS building or on any FCPS property without approval by the supervisor of Security and Emergency Management.

#### 2. Operations of the Surveillance System

- a. The Security and Emergency Management Department will provide annual training for FCPS administrators on the FCPS video surveillance system to view, retrieve, or copy images.
- b. Video surveillance images are considered educational records and shall be managed and maintained in compliance with the Family Educational Rights and Privacy Act (FERPA) policies and guidelines.
- c. Subpoenas for surveillance video shall be submitted to the Legal Services Office.

### **C. Unmanned Aircraft Systems (Drones)**

In the interest of public safety, competitive equity, and student privacy, the use of drones is prohibited on FCPS property or at FCPS sponsored events unless approved for FCPS-related purposes and in accordance with federal regulations.<sup>1</sup> Requests for

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<sup>1</sup> All drones owned and/or operated by FCPS are to be registered with the Federal Aviation Administration (FAA) and flown in accordance with the FAA's promulgated regulations.

approval outlining the purpose and the educational objective must be submitted to the deputy superintendent.

FCPS assumes no liability for unauthorized use of drones.

## **VIII. Reporting Emergencies**

### **A. Emergency Management Responses**

1. Emergencies at schools that require activation of the Local School Emergency Plan (LSEP) are to be communicated to the Security and Emergency Management Department and include a statement of the action being taken by the school.
2. Incidents requiring an FCPS Emergency Management Procedure (ADD, Secure, Lockdown, Evacuate, Shelter, Hold) response are to be communicated to the Security and Emergency Management Department and documented through the Drill and Incident Reporting form: <https://pubforms.fcps.org/view.php?id=54337>

### **B. Emergency Response Personnel**

When school personnel have reason to call an ambulance, the fire department, the police, or other emergency response personnel, the Security and Emergency Management Department will be notified in order to provide information to the media, citizens, and parents/legal guardians of the school when appropriate.

### **C. Notification to Parents/Legal Guardians**

Parents/legal guardians will be notified by school personnel when their child is detrimentally involved in an emergency (i.e. ambulance called).

Approved:

*original signed by*

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Dr. Cheryl L. Dyson  
Superintendent