

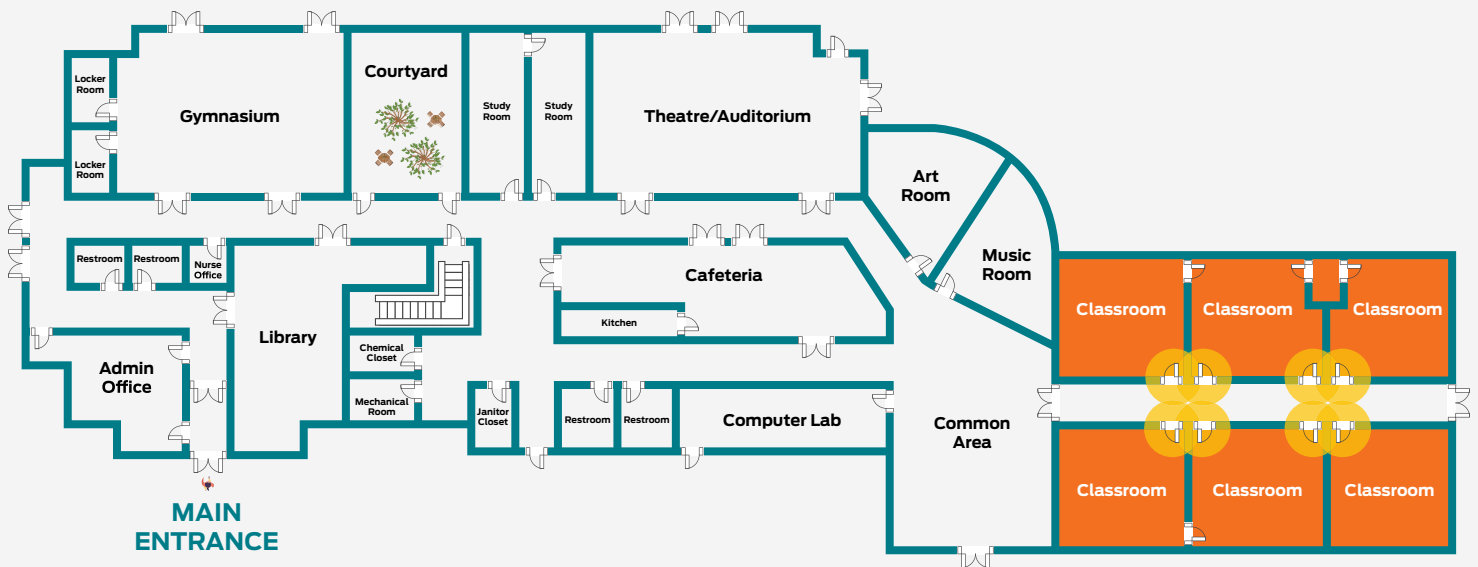
Classroom Doors

Locked classroom doors provide a final line of defense to keep students and teachers safe. Classroom doors have proven to be an effective barrier if the assailant is inside the building.

 Learn best practices to secure this opening.



Locate these openings:



Operational requirements:



Classrooms should have locks that can be **secured from inside the room**



Visual indicators **show if the door is locked or unlocked**



When the door is locked, access can be gained by a **valid credential or key**



Classroom doors should meet **ADA (American Disabilities Act)** requirements to ensure ease of use for all occupants







Free egress **is always available**

Recommendations from commission reports

Classroom doors can have a variety of functions. However, it is recommended that these doors meet the following recommendations:

- Easy to lock and allows free egress in the event of an emergency. (Sandy Hook, page 56, PASS page 92)
- Lockable from inside the room without opening the door. (Sandy Hook page 56, MSD page 346, CPTED, FED page 124, PASS page 72)
- Keys or credentials should be always in the possession of teachers and staff. (MSD page 85)
- Able to open from outside of the room with a valid key or credential, allowing access to administration or law enforcement. (FED page 124, PASS page 72, model codes including IFC, IBC, and NFPA)
- Comply with fire, life safety and ADA codes and requirements. (Sandy Hook page 57, FED page 124, PASS page 72)
- Use ANSI/BHMA Grade 1 for all door hardware, locks and thresholds. (Sandy Hook page 56)
- Locks should have visual indicators so occupants of the room can see the status of the door (locked or unlocked). (PASS page 72)
- All doors must close and latch properly. (Robb page 70)
- Do not use magnets or other devices to keep doors unlatched for convenience. (Robb page 71, FED page 124, PASS page 72)

Electronic lockdown for a higher level of security

-  All connected doors lock down with the push of one centralized button, preventing the need to go to the door to lock it.
-  Instant notifications can be sent to the office or SRO alerting others a lockdown has been initiated.
-  Real-time status displaying whether the door is closed, latched and/or locked.
-  Card technology allows instant management of who and where cards can be used, eliminating the risk of lost keys and reduces key management costs.

Visual indicators

In a lockdown emergency, visual indicators provide peace of mind by quickly showing the lock status of the door. This prevents the need to go over to the door or step into the hallway to confirm the door is locked.



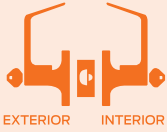


Choose your lock function



MECHANICAL OPTIONS

Use restricted, patented key system for optimal security



EXTERIOR INTERIOR

Door can be locked with key from inside or outside the room

Classroom Security



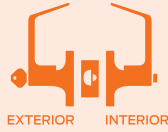
Keeps unauthorized people from locking the door



Key must be always accessible for emergency lockdown

PRODUCTS

- Visual indicator to show lock status of door⁵
- Door closers ensure that door returns to closed, latched and secure position



EXTERIOR INTERIOR

Door can be locked with a push button from inside the room and unlocked with a key from outside the room

Office/ Entrance



Anyone can easily lock the door



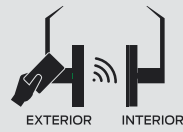
Anyone can easily lock the door, opportunity for mischief

PRODUCTS

- Visual indicator to show lock status of door⁵
- Door closers ensure that door returns to closed, latched and secure position

CENTRALIZED ELECTRONIC OPTIONS

Use smart cards for optimal security



EXTERIOR INTERIOR

Door can be locked with a turn or push button from inside the room

Electronic Lock with Built-in Card Reader



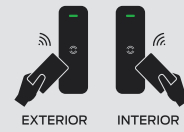
Anyone can initiate a lockdown



Anyone can easily lock the door, opportunity for mischief

PRODUCTS

- Electronic access control system and software
- Networked electronic lock
- Smart cards
- Door closers ensure that door returns to closed, latched and secure position



EXTERIOR INTERIOR

Door can be locked with card at the reader from inside and outside of the room

Electromechanical Card Reader Inside and Outside



Only authorized cards can initiate a lockdown



Must have an authorized card to lock down the room

PRODUCTS

- Electromechanical lock
- Panic device OR
- Strike with reader outside and inside the room
- Door closers ensure that door returns to closed, latched and secure position



EXTERIOR INTERIOR

Door can be locked with a wall mounted button from inside and with a card at the reader outside the room

Electromechanical Push Button Inside, Card Reader Outside



Card does not have to be present to lock the door



Anyone can easily lock the door, opportunity for mischief

PRODUCTS

- Electromechanical lock
- Electrified panic hardware with an electric strike OR
- Strike with button on inside of room
- Reader outside of room
- Door closers ensure that door returns to closed, latched and secure position



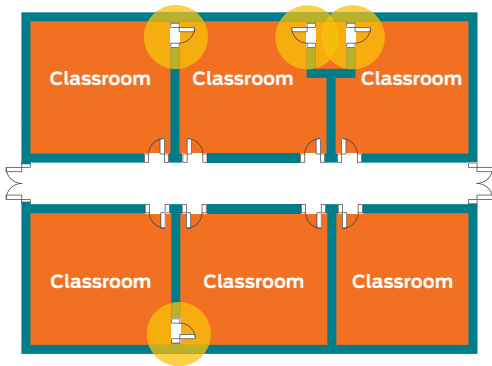
Restricted, patented keys and cylinders^{1,5} are recommended for improved key control and higher security. A key management system helps track and document where keys have been distributed.






An electronic key management system is recommended for key control and an electronic key box allows emergency responders easy access.

Other considerations

There are often adjoining doors, study rooms or storage areas between classrooms. These doors need the ability to lock down to prevent movement from one room to another in an emergency.



Recommendations:

-  These areas should lock with a key from both sides, allowing both teachers control over locking the door.
-  For connecting classrooms, dual visual indicators are recommended to be able to know the lock status of the doors by looking at them.
-  If the door requires a key to lock the outside lever from inside the room, the key system should be designed so that any key in the district could operate the inside lockdown feature.

- For shared storage areas, it is recommended that the door should be lockable by a key, push button, or turn from inside the storage or prep room. This still allows for free egress at all times.
- Rooms where there is a concern of elopement may need delayed egress locks to prevent elopement (check local codes). Panic hardware with a delayed egress feature or a delayed egress magnetic lock can provide teachers more control over these openings.

Code considerations:

There is often confusion around codes for classroom doors. Here's a brief overview:

- In most jurisdictions, classroom doors must be able to be unlatched with one releasing motion, although the 2018 and 2021 editions of NFPA 101 allow classroom doors in existing schools to have hardware that requires two non-simultaneous releasing motions to unlatch the door.
- Classroom hardware must meet all other code requirements including hardware that is operable without a key, tool, special knowledge or effort, and without tight grasping, pinching, or twisting of the wrist.
- Releasing hardware must be mounted between 34 inches and 48 inches above the floor or as required by state or local codes.
- The intent of the code change was to allow a separate deadbolt to be installed. The two motions are only allowed in locations where NFPA 101 applies. The I-Codes require classroom doors to unlatch with one motion.
- Current codes require classroom doors to be openable from the outside with a key, credential or other approved means where NFPA 101 is the adopted code or where a local code modification has been made.

More classroom recommendations from commission reports:

- Lock all doors leading to classrooms or student occupied spaces during school hours, and when not locked they should be staffed. (MSD page 85 and 346, PASS page 66)
- Place door windows/sidelights at a sufficient distance from interior locking mechanisms. (Sandy Hook page 57, MSD page 348)
- Use door closers on classrooms so doors automatically return to a closed, latched and locked position. (Sandy Hook page 57, MSD page 346)
- Policies should include doors being checked regularly throughout the school day to ensure they're secure. (MSD page 346)
- Number classrooms with exterior windows in the upper right-hand corner of the first and last window of the corresponding classroom. (Sandy Hook page 54, MSD page 345, FED page 124)
- Classrooms with windows should have the ability to conceal or obstruct window views, so assailant can't see in. (Sandy Hook page 57, MSD page 346, FED page 124, PASS page 66)
- Classroom windows and doors with sidelights should have glazing to be penetration/forced entry resistant. (Sandy Hook page 57, FED page 124, PASS page 67)
- Classrooms should have two-way communication with the administrative office. (Sandy Hook page 56, MSD page 347, PASS page 68)

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



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