STANDARD OPERATING PROCEDURES FOR
SAFETY MEASURES (SAF-P007)
Clarksville-Montgomery County School System

1.0 SCOPE:

1.1 This procedure outlines the standard operating procedures for safety measures in our school system.

2.0 RESPONSIBILITY:

2.1 Principals

3.0 APPROVAL AUTHORITY:

3.1 Safety and Health Director

4.0 DEFINITIONS:

4.1 CMCSS-Clarksville-Montgomery County School System

5.0 PROCEDURE:

5.1 Interior classroom doors must be locked to the extent possible during the school day.
NOTE: Magnets are prohibited.

5.2 Exterior doors must be closed and locked during the school day.

5.3 The number of entrances for before and after school building access should be minimized and monitored continually.

5.4 Building access should be limited to the main building entrance; all other doors must be closed and locked.

5.5 School staff and students should not prop exterior doors open.

5.6 School staff and students should not allow entry to unauthorized personnel by opening the door. (Only persons with proper CMCSS identification should be allowed access, all others must be directed to the main entrance.) No entrance of the building should be left unsecured for the purposes of allowing entrance to the building during school hours. Any employee aware of this condition must close the door securely and report this to the building principal immediately. (Please refer to SAF-A010.)

5.7 School staff should direct/escort individuals to the main office within the building if they are not identifiable by CMCSS identification or proper visitor's identification.

5.8 Visitors who use a buzzer to enter a school building should be directed (both verbally and by signage) that they must come directly to the school's main office.

5.9 Visitors and employees shall not be allowed access to the building without signing in at the main entrance and acquiring proper visitor's identification. Exception: Maintenance and Warehouse, and food service employees provided they are wearing a CMCSS-issued uniform and a CMCSS identification badge may enter without signing in at the main office. Food Service Employees in which are not entering the main building, are allowed to access the Kitchen Area through the kitchen entrance and are not required to go to main office to sign in. (please refer to SAF-A010).

5.10 Front office staff must monitor entrance through the main office to assure that visitors to the building are adhering to this procedure.

5.11 Exterior school entrance areas should not have visibility obstructions caused by overgrowth of trees and other plants.

6.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
1/15/13	IR	
4/22/13	A	Add 5.12 Exterior school entrance areas should not have visibility obstructions caused by overgrowth of trees and other plants.
6/26/14	B	Removed section 5.9: Visitors who enter a school building, that, due to building design, enter without a buzzer, must report directly to the school's main office. (Signage must be in place that states this at main entrance). Added to update 5.9 section: This does not apply to CMCSS employees identifiable with proper identification.
10/15/15	C	Added reference to policy SAF-A010.
5/5/16	D	Added disclaimer about using magnets on door latches. Clarified which CMCSS employees may enter buildings without signing in at front office.
12/13/16		Updated RM to Safety and Health.
8/30/22	E	Removed references to "open" entrances in 5.3 and specify that entrances to buildings in general should be minimized; entrances should be monitored "continually," not "as much as possible." Removed reference to "during the school day" in 5.4 to specify that building access in general should be limited to a main entrance. Removed note in 5.1 and replaced with a statement prohibiting magnets.

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