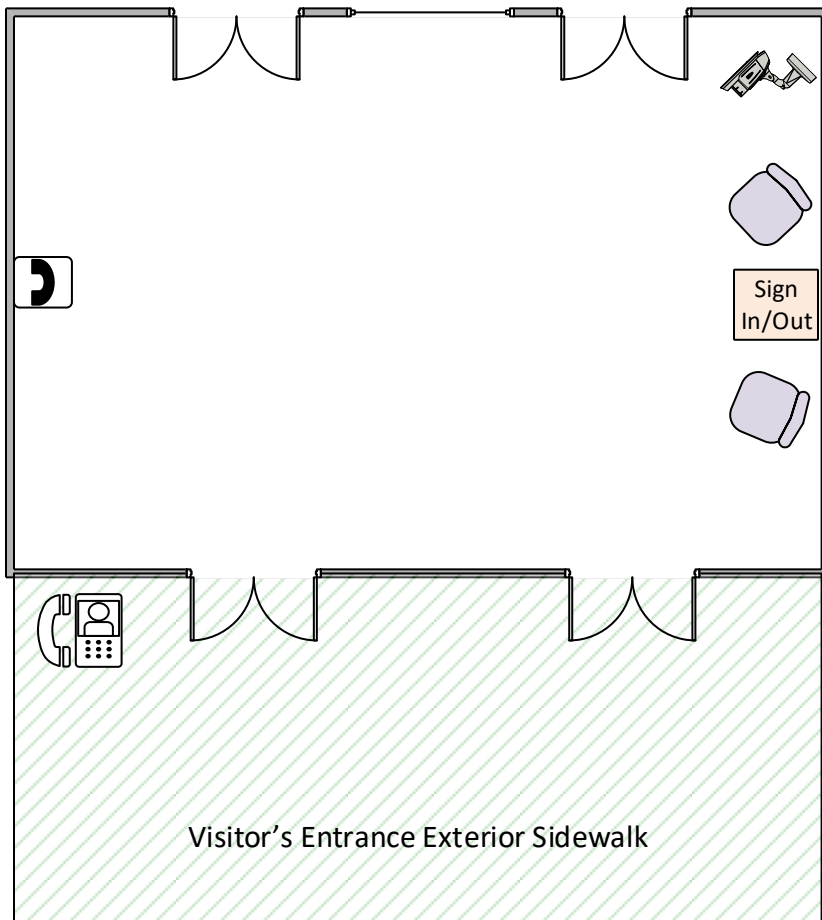


Basic School Vestibule Screening Area Recommendations



Vetting Process Steps

1. Visitor approaches entrance and pushes button on video door phone.
2. Staff person speaks with visitor to identify purpose. If purpose and demeanor fit, buzz into vestibule.
3. Staff person will view and evaluate visitor's demeanor and appearance via in vestibule wide-view CCTV.
4. If further information to vet visit is needed, staff person will call visitor via in-vestibule telephone.
5. If visitor is parent for student pickup, staff will call for student to come to parent in vestibule for sign-out.
6. If visitor has other business, staff will come to vestibule and speak with and escort visitor while inside building.
7. If parent(s) for conference, staff will come to vestibule to escort parent(s) to meeting room.

Functional Element Details

Visitor Entrance Signage – “Visitor’s Entrance” sign placed on exterior with text size large enough to be easily read from street.

CCTV Signage – “Video Recorded Premises” signs placed on exterior and inside vestibule area.

Front Door Video Door Phone – Used to see, initially screen, and buzz in visitors to secure vestibule.

Front Doors – Locked from exterior. Entry by buzz in or keycard/fob.

Vestibule Doors – Locked from inside vestibule. Entry by buzz in, keycard/fob, or push bar from interior hall.

CCTV – Wide view Closed Circuit Video Camera (CCTV) coverage of vestibule area.

Vestibule Phone – Two-way telephone like function in vestibule to further vet and communicate with in-vestibule visitors.

Sign In/Out Desk – High table or desk used for student/visitor sign in/out.

Window & Door Glass – All interior vestibule window and door glass fitted to prevent forced entry: window glass wire-mesh or fitted with film, screens, or grates.

Vestibule Seating – Seating provided for parent(s) or visitor(s) waiting.