

## **STANDARD OPERATING PROCEDURE SCHOOL ACCESS CONTROL**

**Purpose:** This standard operating procedure (SOP) provides instructions to help schools comply with all DoDEA and installation requirements to effectively control vehicle and personnel access to school grounds during school hours. Effective access controls greatly increase the likelihood that unauthorized and/or undesirable persons will be prevented from entering and/or moving about school grounds undetected and unchallenged.

**Applicability:** This guidance is applicable to all Kaiserslautern district employees. No provision of this SOP shall detract from, nor be construed to conflict with the authorities and responsibilities of the Combatant Commanders or the inherent responsibility of designated military commanders to protect military installations, equipment, and personnel under their command, pursuant to DoD Directive 2000.12, reference (b).

**Reference:** DoDEA Regulation 4700.2, Department of Defense Education Activity Internal Physical Security, Enclosure 4, Visitor Access Control, 27 March 2001.

### **Responsibilities:**

1. It is the responsibility of all DoDDS employees to promote and enforce positive access controls for all DoDDS facilities.
2. The school administrator will assign responsibilities and ensure all staff are trained and follow the prescribed procedures. The control of visitors is required for physical security, prevention of pilferage, student and employee protection, and prevention of vandalism.
3. School administrators will incorporate access control procedures into their annual training programs. Training will address the procedures outlined in this SOP.
4. Access control procedures will be evaluated by the District Safety and Security Officer (DSSO) during school visits and formal Safety and Security Program Reviews (SSPR's).

### **Procedures:**

1. Prominently display signs at accessible exterior entrances that direct visitors to the school's main entrance. There will be one main visitor entrance per school unless separate administrative offices are established with visitor sign-in capabilities at each.
2. All non-essential exterior building doors will be closed and locked. If there is more than one external door left unlocked, positive access control must still be maintained. The goal is to channel all visitors towards the school's main entrance so as to be properly identified and signed in.

3. All visitors (persons NOT assigned to the school) will be identified and their need to visit the school validated. Note: Not all persons authorized on military installations have a need to be in our schools. School visits must be validated and approved.
4. Once properly identified and the visit validated, visitors will required to sign in and be issued a visitor badge.
5. Visitors will wear the badge above waist level on the front of their clothes so the badge can be easily seen. Any unknown person walking around the school without a visitor badge will be stopped and asked to report to the main office to sign in and get one.
6. Effective access control procedures play an intricate role in preventing unauthorized access to students and staff, and may prevent a potential crisis from occurring. Contact the DSSO with any questions about access control procedures.

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Superintendent