



ADMINISTRATIVE PROCEDURE

SAFETY AND SECURITY WITH REGARD TO USE OF EXTERIOR DOORS

2804.3

Procedure No.

July 1, 2008

Date

- I. **PURPOSE:** To specify the conditions for the use of chains and padlocks on exterior doors.
- II. **INFORMATION:** Chains and padlocks are widely used to provide entry protection regarding certain types of exterior doors; however, in their use there must be compliance with legal and safety requirements that “all designated fire exits be unchained when a building is occupied.” Nothing in these procedures prevents the locking of all exterior doors to prevent access from outside, and “panic hardware” on all exterior doors will allow exit from inside the school. It is reemphasized that all exterior doors must be kept in good repair, and should a door malfunction or have a defective lock, the Maintenance Department must be notified immediately.
- III. **PROCEDURES:** The following conditions apply:

| CONDITION | ACTION REGARDING EXTERIOR DOORS |
|---|--|
| A. School Days – One hour before to one hour after school hours. | All doors must be free of chains and padlocks. (Store in custodial closet) |
| B. School Days – Activities in the building after school hours. | Until the last activity has left the school, no chains or padlocks will be placed on any designated fire exit within 200 feet of the location of the activity (group meeting, etc.) |
| C. All Days – After last activity has left the school. | Use chains and padlocks as desired. |
| D. Weekends and Holidays | Follow same rules as “B” above. |
| E. Special Events – Such as basketball, games, group meetings, etc. | Supervisor in charge will: 1. Personally ensure no locks or chains on designated fire exits. 2. Provide for announcement to attendees as to location of fire exits and that they are unlocked. |

- IV. **RELATED PROCEDURES:** Administrative Procedure 2512.1, Attention to Fire and Safety Inspections.
- V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Safety Office and will be reviewed annually.
- VI. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 2804.3, dated August 1, 1979.



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VII. **EFFECTIVE DATE:** July 1, 2008.

Approved by:
John E. Deasy
Superintendent of Schools

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11