

Administrative Offices

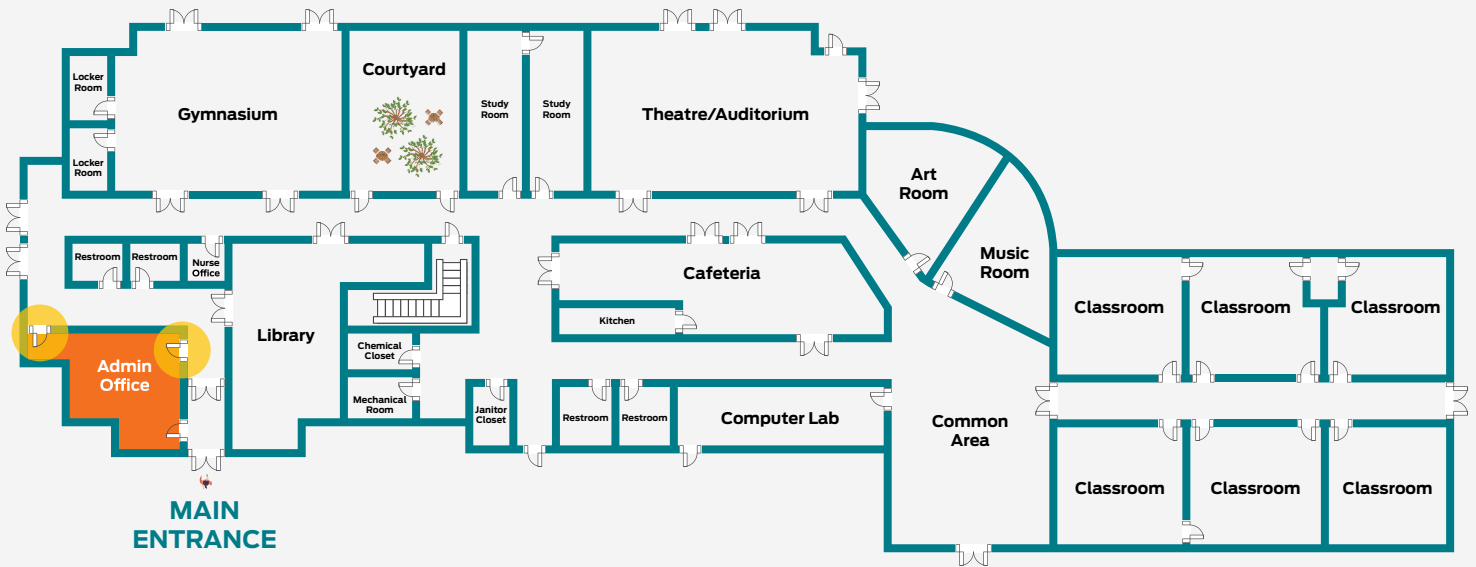
These security recommendations and solutions are for administrative office doors that open from the office into the school.

For doors that open to the vestibule or outside, see Main Entrance solutions.

 **Learn best practices to secure this opening.**



Locate these openings:



Operational requirements:



Doors are unlocked during the school day with **free access from the hallway into the office** to allow students and staff to enter



Doors are locked from the office side to prevent visitors from **bypassing the office and entering the hallway**



Doors electronically lock down in case of **emergency/active assailant**



All doors are **secured after hours**



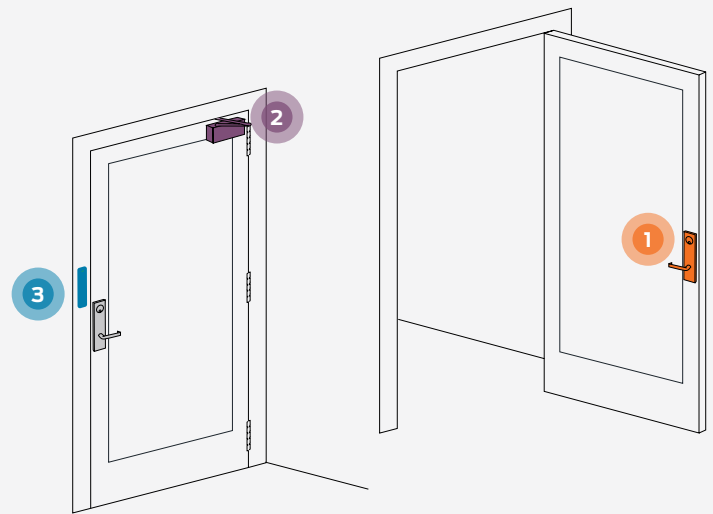
Access is gained by a **valid credential, key or staff release** when doors are locked



Recommended products:

Here are some key components to securing administrative offices.

For full solutions, specifications and recommendations, **contact us**.



1



A **double-sided electromechanical storeroom lock** with **card reader** on each side of the door is recommended to allow quick lockdown and remote control of these doors.

2



A **door closer** is required to ensure the door returns to a closed and latched position in case emergency lockdown is needed.

3



Readers with smart credentials can provide increased security and key control.

Other solutions not shown above



Wireless **electronic locks** can secure administrative offices, nurses offices and other private areas, and are accessible using the same smart credentials used in other areas of the building.



A **remote push button** is used to remotely release an electric or electronic locking mechanism, allowing the receptionist to permit visitors to enter without leaving his or her desk. (Sandy Hook page 51, MSD page 345, PASS page 59)

Recommendations from commission reports:

The following security recommendations are from past incident reports and the security industry.

- Visitor management process including ID checks and temporary badging is recommended for all building visitors. (Sandy Hook page 52, PASS Checklist)
- Install a panic/duress alarm or call button at an administrative/security desk to provide a direct connection to local law enforcement and emergency responders. (Sandy Hook page 52)
- Identify “Save Haven” area for office, so office staff know the safest area in the office to go in case of an emergency. (Sandy Hook page 155, MSD page 85, FED page 125, PASS page 66)

Sandy Hook Final Report of the Sandy Hook Advisory Commission, 03/2015 MSD Marjory Stoneman Douglass High School Public Safety Commission, 01/02/2019 FED Final Report of the Federal Commission on School Safety, 12/18/2018 PASS PASS Guidelines, 6th Edition, 2023



To contact an Allegion security consultant, visit
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015624, Rev. 07/23

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