

# BEST PRACTICE TIP

## Portable Classroom Security Tips

- Locate them in a well-lighted area.
- Eliminate sight-line barriers.
- Use an alarm system, especially if the buildings house TVs, VCRs, and computers.
- Reduce visibility into the structure.
- Provide communications with the main office (e.g., PA, phone, radio, or other communication device / system).
- Provide covered walkways.
- Use volunteers or support staff to monitor the grounds around the portable.
- Use the "buddy system" for younger students when they must go to and from the portables.
- Each portable classroom should be connected to the school's fire alarm system.
- A fully charged fire extinguisher should be in each classroom.
- Regularly inspect the steps leading to the portable, looking for loose steps or other obstructions, etc.
- It is strongly recommended that the door(s) be locked, even when classes are in session.
- Close blinds and / or curtains at the end of the school day – performs a deterrent effect.
- Turn off unnecessary A/C units when not in use.
- Ensure that at least one "anti-theft / burglary" sticker is affixed to each portable door (may be acquired from your Security Services Department, Tel # 623-3996).

*Source: Maintaining Safe Schools, LRP Publications, January, 1999, p. 3) and Fairfax County Public Schools, SEC-3, Rev 07/02*