

New Metal Detector Protocol- Step by Step

Beginning Monday Jan 10, 2022

Entering the building:

1. Any items that are metal and that are usually in a student's backpack like laptop, 3-ring binders with metal spine, cell phone, keys, protractor, metal pens, rulers, etc. will be kept in a separate plastic ziploc bag. ***Large 14"x20" clear resealable bags with the student's name will be distributed this week.***
2. These clear bags should be removed from the backpack ***prior*** to entering the building.
3. Student enters the lobby with backpack on.
4. Clear bag is placed on the table prior to walking through the metal detector.
5. Staff will monitor ziploc bags and bins and slide them forward.
6. Student walks through the metal detector with their backpack on.

If There is No Alarm:

1. Student retrieves their clear bag
2. Continues to class

If There is an Alarm:

1. Security will wand student to determine what is setting off alarm
2. If this ***can be*** concluded quickly in public view (belt buckle, for example), the student may retrieve belongings and go to class.
3. If this ***cannot*** be concluded quickly, further screening will be done by security at a separate table in the lobby. This will include both a wand of the student and a bag search.
 - a. If it is determined that the alarm was set off by a belt or similar item, the student will retrieve items and go to class.
 - b. If the alarm was set off by something allowed, remind the student to place this in the clear bag for the next day.
 - c. If a prohibited item is found, the security guard should alert an administrator.

