



Duress Operation Checklist

Print Form

Risk Management
Mat-Su Borough School District
501 N. Gulkana
Palmer, AK 99645
P: (907) 746-9213 || F: (907) 761-4091

Special Instructions: Follow these directions to complete a duress (panic) operation test. You *must* contact Guardian Security (376-4700) to notify them of the drill prior to beginning the operation. If Guardian Security is not contacted, Troopers will be dispatched immediately and cannot be called off. After contacting Guardian Security, please contact the Maintenance Department (864-2000) before the drill occurs so that appropriate personnel can be on-site for the event. When the drill is complete, please forward this form to Risk Management so that the District has record of your drill.

Site Name Date

- Contact Guardian Security (376-4700) and the Maintenance Department (864-2000) to notify them of the drill.
- Duress button operated smoothly: the white button tripped and the red action tab was visible.
- The audio message was broadcast over the intercom system and repeated the following message three times:
"Lock down procedures are in effect."
- All exterior doors locked:
 - Door reader light turned red
 - Open/Close reader light turned red
 - Doors were tested by pulling on the handles in an attempt to open them
 - Authorized security card allows entrance
- Outside bus strobe light flashes orange
- Verify that internal passage doors were closed
- Classroom doors with magnetic closures operated correctly.
Please verify:
 - Magnetic closures dropped the doors
 - Manual locks were secured when doors shut
- Classroom doors without magnetic closures were closed and locked manually.
- Reset the Duress button. Please verify:
 - Plastic key was used to reset the button
 - Card reader lights turned green
 - All doors that should be unlocked, unlocked again
- Guardian Security (376-4700) was contacted and verified duress.
 - Call Guardian Security (376-4700)
 - Inform Guardian Security that the drill is complete
 - Ensure Guardian received the duress signal
- Notify Risk Management of your completed drill.