



BOARD OF EDUCATION
OF THE CITY OF NEW YORK
110 LIVINGSTON STREET
BROOKLYN, N. Y. 11201

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DR. RICHARD R. GREEN
CHANCELLOR

December 12, 1988

SPECIAL CIRCULAR NO. 29, 1988-1989

TO: COMMUNITY SCHOOL BOARD PRESIDENTS, ALL SUPERINTENDENTS,
PRINCIPALS OF ALL DAY SCHOOLS
FROM: RICHARD R. GREEN *Richard R. Green*
RE: CITY-WIDE POLICY CONCERNING THE LOCKING OF EXITS

This is to advise you that all locks (including dead bolts) that would prevent exiting through exterior doors are to be unlocked during occupancy of the premises by students, staff and/or the public, including during evening and other after-school activities.

The only exception shall be in the case of an emergency situation, i.e., excavation on outside areas, falling debris, broken doors, etc., and where all emergency procedures have been followed. An emergency, for purposes of this policy, shall mean that a hazard to the health or safety of students, staff and/or the public will be created by leaving the exit door unlocked. The procedures set for below must be followed in the case of an emergency:

1. If, as a result of an exit being left unlocked, in the opinion of the principal, a hazard to the students, staff and/or public health or safety shall exist, then the principal shall immediately post someone at said exit door to warn people of the hazard until corrective measures are taken. (In the event that there is more than one exit left unlocked in a building, the principal shall post someone at each exit door.)
2. The principal shall, simultaneously with the posting of someone at the door, post a sign on the door saying, "NO EXIT."

3. The principal shall immediately notify the custodian, the superintendent and the Fire Department of the emergency and contact the Deputy Director of the Bureau of Plant Operations at 718-706-3802 in order to advise him of the situation.
4. The Deputy Director of Plant Operations shall then investigate the potential hazard to determine whether, in fact, there is an emergency.
5. If the Deputy Director of Plant Operations finds that an emergency exists, he shall advise the Fire Department of the problem, direct the custodian to lock the exit door and request the Bureau of Maintenance to make emergency repairs.
6. If the Deputy Director of Plant Operations finds that no emergency exists, the exit shall remain unlocked.
7. If an individual is given a summons for locking an exit, and the Deputy Director of Plant Operations has investigated and finds that an emergency did exist, he shall write a memorandum to the Chief of the Violations Control Unit at the Division of School Buildings, stating the facts that led to his/her finding(s) and requesting that the Board of Education aid in disposing of the summons in the most appropriate manner.

ANY INDIVIDUAL WHO LOCKS AN EXIT DOOR OR FORGETS TO REOPEN IT DURING OCCUPANCY OF THE PREMISES BY STUDENTS, STAFF AND/OR THE PUBLIC, WITHOUT AN EXISTING EMERGENCY AND COMPLIANCE WITH THE PROCEDURES SET FORTH HEREIN, AND AS A RESULT RECEIVES A CRIMINAL SUMMONS FROM THE FIRE DEPARTMENT OR THE BUILDINGS DEPARTMENT, SHALL BE PERSONALLY LIABLE.

RRG/lm