

Physical Security and Protocol

January 8, 2013

What's Working	Needs Improvement
✓Teachers trained safety "code red" drills	✓✓✓✓✓✓✓Doors locked at all schools (see person before opening the door).
✓Single entry point with strong lockdown.	✓✓✓✓✓✓Full time security person to monitor/qualified to carry firearm-officers.
✓Drills for different situations.	✓✓✓✓✓Should have panic button in classroom. Bus-emergency button.
High Schools have Resource Officers	✓✓✓✓ALL Doors must be locked swipe/buzz system
Camera	✓✓✓✓Front doors locked during the school day and all other armed with a camera
Visitors must enter thru front office at some schools	✓✓✓✓Consistency/standardization in all schools
Visibility of security	✓✓✓✓✓Interior front door unlocked.
Unlocked doors are monitored	✓✓✓Locking doors - not enforced
Communication with parents/community when situations arise	✓✓✓Buzz in all visitors
Spot-check - Employees in plain clothes enter to check security protocol	✓✓✓No security for the before and after care.
Main office (typically) has an office	✓✓✓No background checks for volunteers
Staff approached non-ID adults	✓✓✓Portable classrooms - access/security
Police Resource Offices currently in schools (Volunteers + RO)	✓✓✓CA left on own to develop own protocols/don't have access to entire building/missing link between HCPSS and CA
Security cameras	✓✓✓Panic buttons/lanyards
Office in front	✓✓Safe to school. Call if child is not coming. Secretary call when not arrived. How to staff?
Personnel wear badges	✓✓Screening at the door - alarm or buzz in
Sign-in sheet	✓✓Limited access until authorized
Security Guards (HS)	✓✓Kindergarten first in building classroom. Staff should be first.
Check-in process	✓✓Inconsistent security within buildings
Portables with key card access to main bldg	✓✓Doors that only lock from the outside are a concern
Basic procedure to check ID at some schools	✓✓Some schools don't call when student doesn't arrive.
Sign for visitors to check in	✓✓Panic button or immediate response request signal (not telephone).
Interior doors locked - move to office	✓✓Security assistants for ES and MS.
Community follows rules	✓Armed personnel (security, police, undercover?)
Check ID's	✓Camera monitoring? Who?
Camera security - outside	✓More electronic security system.

Check mark Indicates number of groups that prioritized

Sign-out procedure	✓SRO assigned to each school.
Notes to leave school for students	✓No fingerprinting of volunteers
Light posts in lot	✓Police, more security, buzzers, cards for doors, audio and digital monitoring, trained security in all schools to slow down those who are considering doing harm
Schools are located close together MS-HS	✓Before/After care security/ safety concerns (CA & HCRP)
Visitor management - wear badges, sign in, look at license	✓Look at access in every school
Bus systems - students can't ride on another bus	✓More consistent across the county
Cameras in hallways	✓Physical protection - more
Police car parked out front	✓School security officers in Elementary schools
Text message from system really helps - especially in case of emergency ... email as well	✓Risks vary by schools - Needs to be addressed with building updates
Classroom doors with outside access locked from outside	✓Have community volunteers to "train the trainers". Make consistent throughout the system. Wide variety representing the community
Put utility worker on this committee	✓Staff not as attentive to safety.
ES- Drills with students	✓Retro-fitting school without controlled access.
Text alerts	✓Standarazation of front door entry points (office, etc.)
Emergency cards/info - How to ensure information is available ASAP!	✓How are we building community awareness of many issues?
Before & after care need to be included. Database of childcare.	✓Standardize each schools visitor management system (pictures/visitor passes, sign-in sheets).
Superintendent message immediately following incident. Reactive message was same for each level: ES, MS, HS.	✓Multiple levels of security (parking lots, game fields)
HCPS took care of copycat threats.	✓Educate students to not open locked doors for anyone.
High Schools-get absent message electronically. Needs to be timely	✓Silent alarm and locking system for classroom doors.
Open door/positive/welcome.	✓Language gap issues. Ensure all are included in process
Safety alert/staff front line.	✓Card swipes K-12 for students.
Parent volunteer to ensure visitors sign in.	No ID check when signing out children
Cameras-evidence.	Field day security concerns
Interior doors locked.	After school activities taught by those who are not HCPSS employees
Should have buzzer system.	Field trip security concerns
Emergency emails, texts, etc.	Issues with dropping students off early & no staff to meet them (tutoring or clubs)
Renovated schools entry points through office.	Limiting the adult traffic during the school day
Locked doors after specific hours.	Metal detectors
Anti-bullying campaign.	Lock all classroom doors, media center, other areas
Alarm system within all schools.	Not all school share the same protocol
School resource officer	Main office on 2nd floor

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Limit adult access to interior areas of school (walking children to classroom)	Can enter a building without checking in
Open lines (2-way) communication between state/local/school system related to threats.	No one monitoring
Training staff to notice strangers.	Professional Development pulls too many staff members out of the building that have detailed knowledge of the Emergency Plan
Cameras at all front doors.	Parent volunteers train on General Response Plan
Visitor sign-in and badges.	More info about what physical security is
Drills (fire, lock down, etc.)	No bathrooms in portables
Cameras, locked doors.	Front office staff occupied with their jobs
Can only enter through front entrance.	Possible ID cards/fob for parent access
Cameras and locked doors.	Lock Down Harm
Can only enter through front entrance.	Limit access to building (only new buildings have this)
Cameras are recording lockdown drills.	Protection for front office staff - vulnerable and distracted
	HCRP Security - Tightened: Standardized practices
	Bank style teller window when reconstruction permits
	Gap between front entrance and office
	Sign out procedure for students.-Locating information, accessible, update website
	Open pod classrooms - open access
	Light posts not turned on at dusk
	Checking ID in ES - update procedure
	Code to get into the school
	Escort to classes
	Access and all emergency plans in place for after school activities
	Staff member can monitor security camera TV's
	Viewable - outside by police on monitoring center
	Collect license
	Does Risk Management filter to the schools ... system response has to be customized to the school level and individual student need
	Standardizing of windows, doors, building access
	Security protocols that are known and those that are protected by staff for staff and students
	High fences
	Schools with portables need officers present when classes transition
	Accessing doors from outside into classrooms
	Who is monitoring and watching the camera?

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	Break though glass
	HS - Only fire drills? Need to respond
	Communicate when duck & cover drill is done
	No active shooter drills
	Text message of any incidents
	Parent feedback loops - include in developing school plans.
	Recess-all open courtyard. Remove places to hide.
	Thermal detection.
	School Yard-Adjacent private property.
	All school physical layout is different.
	Some schools have office upstairs. Need to look at each school.
	Buses can be hi-jacked.
	Have escape windows in all classrooms.
	Not enforcing sign-in; busy.
	Doors to cafeteria/playground open during lunch recess hours.
	Parent volunteers not properly trained to handle safety, fights, etc.
	What is used for schools entry doors?
	How are cameras used?
	Main office has control of access.
	Expand school resource officers to elementary schools.
	Retro fit open area classrooms/PODS with walls/doors that lock.
	Training for teachers on how to engage an armed person.
	Armed tactically trained undercover security for each school.
	More security checks (moles).
	How long will this be a priority?
	More training for staff to question visitors etc. (inconsistent across schools).
	Protocols for students to learn about security.
	Materials (blinds on doors).
	Constant monitoring of cameras by people. Alerting staff when someone walks by.
	Checking into schools and being stopped.
	Need to have 1st contact through front office.
	Ensure total building is covered through video surveillance.
	Outdoor security.
	Panic button in front office.
	Review drills to reflect current social trends.

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	Ensure building security for before and after school activities.
	All classrooms with locking doors.
	Visitors are not buzzed in
	Buzz to gain entrance
	Magnetic access to doors for exterior doors (portables)
	More armed security and police in every building
	Unmonitored before/after care and building access.
	Increase cameras
	Portable classrooms
	Portables
	Portable access.
	Outdoor Ed (overnight) worries about the sleeping situation
	Security at all schools
	Increase surveillance camera
	Consistent training for all school staff
	Limiting adult traffic in the school during the day
	POD design-no doors
	Security guards at all schools.
	Doors-bullet proof locked from inside. Should not need key to lock. Use tech to lock door-call 911.