

Physical Security and Protocol

January 14, 2013

What's Working	Needs Improvement
✓✓✓✓ Some schools have a double door buzz system-only way through school is front door	✓✓✓✓ Security of portables, doors (classroom doors), areas around the portables, placement of portables
✓✓ Practicing procedures; example-lockdown	✓✓✓✓ Staff man entrance full time (all levels)
✓✓ Staff approaching anyone without a visitor pass/badge	✓✓✓✓✓ Easy accessible via entry
✓✓ SRO's is important and effective	✓✓✓ Remodel office entryway
✓ Heightened awareness and commitment	✓✓✓ Managing access points (where are stop points?)
✓ Locking doors during school day	✓✓✓ Physical barrier when enter building-filter after front office
✓ Balance between visitor management and welcoming environment	✓✓✓ Access zone-that could be closed off; closing off zones if needed
✓ All visitors report to office/central location	✓✓✓ A little too open; can walk through door and throughout the building if a staff person does not see you
✓ Cameras working; kids should be aware of cameras	✓✓✓ Unlocked back and side building doors
✓ Exterior doors locked except for the front doors	✓✓ Portables- too out of touch; separate building; from unescorted children
✓ Front office sign-in routine is easy and effective	✓✓ During outside play, provide natural cover or fencing from main road
✓ Phones in each classroom	✓✓ Understanding role of security techs and their responsibilities
Limited entrance into the building for various events	✓✓ SRO's in all schools? ES? Childcare facilities?
Swipe cards	✓✓ Could there be a "code" entry or be buzzed in?
Benefits of remodeling	✓✓ Portables? Get rid of from a security standpoint
Security cameras	✓✓ Universal process for visitors (all schools not doing the same)
Buzzer system	✓✓ Access in portable classrooms (poor); overcrowding; physical structure; not enough teacher to monitor
Visitor badges; sign-in; computer system	✓ School parties/events-how to monitor? Parents in the building for purposeful events only.
PM programs-parents waiting in front of building only (or vestibule)	✓ Can we eliminate portables?
Main office is aware of who is coming and going	✓ Educating parents/community
Staff checking with folks who do not have a badge	✓ How do we know what the children are bringing to school?
Sign-in at office	✓ After hours security sports clubs, etc.
Cameras	✓ Regulations with gun shops near school facilities (this is a current situation- Cherry Hill)
Schools have emergency plans	✓ Consistent sign-in and enforcement
	✓ Who monitors after-school activities?

Check mark Indicates number of groups that prioritized

Anti-bullying initiatives (bus?)	✓Raising awareness-recognize suspicious activity and appropriate response
School calls to verify early dismissal/pickup	✓Portables-unlocked; buildings unlocked; isolated areas
Cameras at entry points (car pool loop)	✓Kids leaving from parking lots
Aware front office staff that will challenge you	✓Next step-zoning with gate
Email and text alerts	✓Area of visit on visitor badge
Creating environment where student aren't afraid; they understand "what to do"; age appropriate; language/terminology	✓After School programs-lack of security
Continue drills/practices	✓Consistent implementation of plans
Positive relationship of MS SRO's with students	✓Back/side doors propped open (especially in schools with portables)
Cameras	✓Improved communication and reinforcement or protocol to staff and students
ID badges	✓Portables create a breach of security because they have to enter and exit the building, so the doors are unlocked at all times
Presence in hallways; knowing students and all staff	✓One entrance with an adult to check them in (a greeter)
Reinforcing importance of being in hallway-checking on who's there	✓All doors need to be locked-only one door unlocked-front door
SRO's-very involved, know kids in HS and some MS	✓Physical location of some school offices need to be relocated to front of school
Officer checked security of school-assessed vulnerability	✓Ability of parent to access building; not confronted by anyone; no identification
Some schools have key cards, others do not	✓Visitors have complete access to school
HS know SRO's- but not security people (techs) as well	✓Trainings-identify suspicious behaviors, teachers, front office, lunchroom staff, custodians
Each HS has security tech	✓Access control (operational) buzzer-door monitoring (especially with older schools-protocol still needed/all doors locked)
Like cameras	Communication to individual schools and their families
Administration greets students-visibility	Do not prop open doors
Front doors locked	Staff members wear badges
Main office visible	Stop visitors that do not have a badge
Lockdown	Parents/visitors in the buildings waiting, bringing in children late, etc.
Communication with police	After Care?
Parents need to drop off students in office/guidance	Mentality-understanding of importance of "safe schools"
Teachers lock doors	Shift of mindset
Swipe cards	Playground
Bullying programs and resources	Locked classroom doors?
Cameras	Countywide policy (consistent) on school-wide events, field day, parades
Controlled access-alarm or notification systems	Have to go through main office to enter building
School Resource Officers	Portables outside building and access to building

Check mark Indicates number of groups that prioritized

Some protocols are changing since incidents	Monitoring cameras; clarity of cameras
Locked doors within the portables	Is it live monitoring of cameras at all times?
Name tags/identify visitors	Review camera/security company
Aim (future) consistency county-wide plan	How often are cameras monitored throughout the day?
Some schools utilize duty monitors	Staff need Professional Development training on safety-volunteers, coaches, after-school staff, etc.
Magnetic key entry	How are cameras monitored?
Cameras in all schools	Improve check-in/check-out procedures
Emergency radio	More discussions with students/peer groups to gather information
Weather alert	Encourage staff to greet visitors and check for purpose (in a welcoming way)
Some rooms have keypads	Increase measures for after hours access
Key cards (slides) are good; all staff should wear ID	Ensure all staff properly trained on protocol/procedures (substitutes, custodians, etc.)
Plan in place if a student leaves building or classroom area (unauthorized)	Cross agency coordination (parks and recs, community groups, etc.). Who handles these background checks?
Crisis team is established	Follow-up after an emergency preparedness drill-what worked and what did not?
Security officers at the high schools	Biometrics should be looked into
Physical structure; windows; front door open	Confirm that e-plans are in place and utilized/practiced regularly
Name tags-check-in for visitors	Protocols for exiting the building-review/enforce traffic protocols
Awareness-individuals stopping visitors	ID's not used univerally
Cleanliness-well lit and maintained	Lack of consistence of implementation of policy/procedures
Prompt response when items need to be fixed	Admin interpret differently from school to school
Feel safe-appears safe	After-school events-large numbers of people-insecure-leading to possible serious event
Great support from schools	Doors/exits-general access propped open
Son feels comfortable	HS harder to monitor; not going to be easy
Lunchtime visits-good opportunity	Need more SRO's in MS
Awareness is there	Need to be permitted to enter facility between 1st and 2nd door
Presence security staff	Admin/Secretary/staff closer to doors
Vestibule	More space between 1st and 2nd door for control
Changing school entrance to ensure front office check-in (newer schools)	Thumb print entry
Attentive office staff	ID card with chip
Visitor badges	Social media monitoring software to track threats
Safety drills/lockdown	Wide open access
Alternate pick-up checks	Visibility
SRO officers	Monitoring of cameras? When? Who? How frequently?

Check mark Indicates number of groups that prioritized

Dismissal communication	Need a separate alarm from the basic school-wide system
Walkie-talkie communication	Communicatin from office to classroom
Teacher visibility/staff throughout the day; morning drop-off; bus monitoring; in hallways	Communication with school buildings for similar protocol
One point of entry	No change in some schools
Resource offices in MS and HS; familiar with the students/staff; on-hand response; develops relationships, normal presence	Uniformed check-ins at the office level
Check-in/Check-out procedures (student retrival) ID check	Portable classrooms vulnerability
Front office staff initial gatekeepers (visitor badge, etc.)	Standard among portables and school building
Taking picture of visitors on guest badges	No cameras in portable
Parent access	Having evacuation plan options?
	After visitor check-in is lax
	During school visitors check-in is lax
	Hall monitoring (Who?)
	Building layout-some rooms with no exterior exit
	Classrooms with non-locking doors
	Access to building/classrooms after hours (community use of facilities)
	Front door is accessible at all times; makes people uncomfortable
	Video intercom-to a enclosure that creates a pathway to the office
	Lack of standardization (create some common standards)
	Put in all schools-double door buzz system; only way through school is front door
	Employee/contractors wearing badges
	What's appropriate? Parents visiting groups of students (example- lunchroom, recess)
	Redundant security layers
	Cameras-not enough and not watched
	Door buzz; better security
	Front office staff training
	"Panic buttons" and training
	Observing suspicions behaviors
	After school security?
	Emergency plans dependent on school layout
	Portable access
	Additional custodial training
	Open pods? What's the plan?
	Specific camera locations at entrances

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	Building structure-required lock downs
	Secure forms of visitor identification?
	Staff also check-in?
	One point of entry only (universal)
	Wireless panic buttons