



To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel
Mr. Joel Reyes

Date: Monday, April 13, 2020

Re: Safety and Security Update

Background

As part of the school district's 2019-20 goals and initiatives, the following safety and security-related items were identified:

1. Establish a long-term vision for safety and security in an effective learning environment;
2. Develop, implement and continually re-evaluate a comprehensive safety and security plan for the district;
3. Specifically, focus and report on anonymous reporting systems, reinforce the culture of reporting, cybersecurity, and bullying.

Since the fall, our school and district leadership teams have worked together to discuss and address the aforementioned goals, as well as additional topics related to creating and maintaining a safe and secure campus environment. In an effort to illustrate the improvements to the safety and security of our campuses, the leadership teams have maintained a running list of activities completed. The list is categorized by the functional area that has been addressed, and represents completed and ongoing projects.

Safety Committees

- **School Safety Committees.** Safety Committees have been established for the District Administration Building, Glenbrook Off Campus, Glenbrook North and Glenbrook South. These committees meet quarterly, and include diverse staff representation, students, parents, and community liaisons (e.g. fire/police department). The committees have started to share agendas with each other, with the goal of committee leaders working together to develop common topics for each meeting. This approach enables the leadership teams an opportunity to present information on common topics to all of the committees, while also providing an opportunity to gather feedback specific to each location.
- **Township School District Safety and Security Committee.** This spring, Glenbrook was scheduled to host the first school district safety and security committee meeting for all Northfield Township schools. Due to the coronavirus pandemic, this event will be rescheduled in a virtual format shortly. While this is not the first time districts have collaborated on these types of topics, there was a desire to create a more formalized structure for these conversations. This new committee will provide a forum for school leaders across the Township to maintain an open dialogue regarding efforts to ensure the safety and security of students in our communities.

- **Northern Illinois School Safety Administrators Association (NISSAA).** This year, Glenbrook became an active participating school district in the NISSAA, with the safety and security manager attending all meetings. The goal of NISSAA is to share best practices and training between school districts to promote safer schools. Meetings are held monthly at the College of DuPage Homeland Security Training Institute.

Personnel-Based Projects

- **Paraprofessional Uniforms.** All paraprofessionals were issued uniforms at the beginning of the school year. The uniforms include prominent identification as security personnel, and are worn by paraprofessionals at all times while on duty.
- **School Receptionist Position.** The school receptionist was previously classified as a clerical support staff position with the responsibility to answer phone calls and provide service to visitors of each school. With the increase in responsibility associated with maintaining a safe school environment (e.g., authorizing access to visitors into reception areas, maintaining the electronic visitor management system, actively monitoring designated surveillance cameras, issuing door access credentials and keys to daily substitutes), the administration worked in partnership with GESPA and GESSA to reclassify the position from the clerical/technology association (GESSA) to the paraprofessional association (GESPA). This request was approved by the State of Illinois Educational Labor Relations Board in February 2020, and the administration has started to work with GESPA to formally redefine the job description of the school receptionist in the coming months.
- **Staff IDs and lanyards.** A new ID system was implemented this fall that synchronizes with Skyward on an hourly basis. All permanent personnel are issued an employee ID with a “Glenbrook Staff” lanyard. It is the expectation that staff wear their ID at all times they are in a district facility, unless visiting in the capacity as a parent. All IDs include emergency phone numbers on the back of the ID, including the nurse’s office, front desk, and plant operation shift phone. IDs and facility access is provisioned automatically, enabling access to be removed immediately upon separation from the school district. All other adults are either issued “Visitor” (red), “Vendor” (orange), or “Substitute” (yellow) lanyards upon entry to the school building. These individuals are logged into our visitor management system upon entry, and temporary IDs are placed in pouches attached to the lanyards. All visitors must provide an official ID (e.g., driver license), which is retained by the front desk until the lanyard and temporary ID have been returned.
- **Background Check System (Employees).** A new background check system for employees has been installed that interfaces with the Illinois State Police Livescan system. All permanent personnel, and regular vendors (e.g., construction trades) are processed through the Livescan system prior to beginning work activities. The school district receives a report from the Illinois State Police and the Federal Bureau of Investigation (FBI) for each record submitted. These documents are reviewed by the Assistant Superintendent for Human Resources and the Director of Human Resources.
- **Background Check System (Volunteers).** A new background check system for volunteers has been implemented, which is an add-on solution for our existing visitor management system (Raptor). All volunteers that will interact with students on multiple occasions are required to

submit an application to the Human Resources department which conducts a background check prior to the volunteer beginning any activities.

Professional Development

- **Public Safety Scavenger Hunt.** In August 2019, Glenbrook South partnered with the Glenview Fire and Police Departments to conduct a three-day scavenger hunt training exercise at Glenbrook South for all companies and shifts to become familiar with the campus layout and facility structure. We are working with the Northbrook Fire and Police Departments to investigate the possibility of a similar activity.
- **Active Assailant Training.** On the first Glenbrook Day (August 19, 2019), all employees of the school district participated in part 1 of an active assailant training program. Part 1 consists of a presentation on the topics of prevention and response, and was facilitated by the safety and security manager, and school resource officers. Part 2 of the program was developed during the fall by a district-wide committee that provides hands-on, practical training for implementing options-based response protocol in the event of an emergency (e.g., run, hide, fight). This 90-minute practical exercise will continue to be refined during the spring, and presented to all school district administrative personnel in June 2020. Pending feedback from the June session, the leadership team will schedule time during the 2020-21 school year to offer the training for all employees of the school district.
- **Paraprofessional Professional Development.** The Assistant Principals for the Dean's Office and Safety and Security Manager have collaboratively developed a monthly professional development experience for all paraprofessionals. During the 2019-20 school year, paraprofessionals will be trained in the Crisis Prevention Institute's Nonviolent Crisis Intervention Program (12-16 hours of instruction), responding to active assailants (90 minutes), responding to active assailants as a member of the security team (90 minutes), two-way radio etiquette (45 minutes), addressing bomb threats and suspicious items (45 minutes), and supporting special events (90 minutes).
- **Administrator Table Top.** On December 6, 2019, GBS Administrative Council engaged in a table top discussion on crisis scenarios with the Glenview Police and Fire Departments. The Safety and Security Manager is working with all of our public safety agencies to conduct these types of interactive activities quarterly for all administrators.
- **Stop the Bleed Training.** The Stop the Bleed curriculum has been implemented into our health curriculum at both schools. Additionally, we have added this training to our paraprofessional development program for current and new hires.

Emergency Operation Plans (EOPs)

- **Development.** The Safety and Security Task Force, through the leadership of the Safety and Security Manager, has developed a working draft of the school district's Emergency Operation Plan (EOP). The EOP includes general and situational procedures for managing an emergency or crisis that impacts our learning community. The document has been shared and reviewed by stakeholder groups including administrators, nurses, teachers, support staff, and community partners (e.g., police and fire). We anticipate presenting additional information to the Board of Education prior to the summer break regarding the finalization of the EOP.

- **Reunification Site Agreements.** The Safety and Security Manager is currently working on memoranda of agreements with two facilities to be used for reunification purposes. Currently, we have received a verbal agreement to use these facilities.

Communication

- **See Something, Say Something Campaign.** Expanded the “See Something, Say Something” campaign to include Glenbrook North and Glenbrook Off Campus. Posters have been made available to staff in all facilities, and continuous reminders are shared with students and community members through a variety of communication means.
- **Identification of Safe Space in All Learning Spaces.** This past summer the Security Coordinators worked with the Safety and Security Manager to identify hardened corners in each room. The corners identify a single safe location in each room should an emergency take place. The Safety and Security Task Force is currently discussing how to identify these areas in each room, and how to provide training to our students and staff about how these areas should be utilized in an emergency.
- **Emergency Signage in Learning Spaces.** The Safety and Security Task Force worked collaboratively to determine types of emergency signage that should be present in each learning space. After arriving at consensus, the team worked together to ensure that signage would be located in a consistent area of each space, and that the signage would be similar in design and content.
- **Two-Way Radios.** The two-way radio system has been updated to create two district-wide radio channels for use in an emergency. All school-specific radio channels have been re-organized so that their numbering is consistent across all facilities. Additionally, radios have been issued to all administrators for use on an as-needed basis, and in the event of an emergency.
- **Text-a-Tip and Anonymous Tip Lines.** Our administrative and student services teams continue to actively monitor the use of Text-a-Tip and anonymous tip lines. We are currently evaluating mobile app-based communication solutions that would integrate with our existing systems, to make these two critical services more accessible to our students.
- **Communication Platform.** We are currently evaluating communication platforms that would integrate with all of our systems including PowerSchool, Skyward, Vanderbilt SMS (door access system), and our building mass communication systems. While these systems have a variety of features, our focus is to select a system that would be able to instantly ‘push’ emergency messages to users with a mobile app installed on their smartphones, on all district-issued laptops, through the desktop phone system, and other digital tools.

Facility Projects

- **Bollards.** Physical structures (e.g. bollards) were installed around the perimeter of the school buildings, specifically at main entrances, to provide an additional safety barrier.
- **Building Mounted Lights.** Building mounted lights were installed at main entrances and walkways where needed.

- **Review Door Numbering.** In response to feedback that we have received from public safety agencies and our administrative team, we are in the process of evaluating the current door numbering (exterior and interior) at Glenbrook South High School. As the school was expanded, a consistent numbering scheme was not implemented, resulting in room numbers that do not correspond to floor identifications or consistent sections of the building. We have engaged with a vendor that recently addressed this same challenge at Evanston Township High School.
- **Electronic Door Lock Installation.** 979 doors have been transitioned to electronic door access locks. Additionally damaged and poorly functioning doors receiving wireless locks have been replaced.
- **Electronic Door Lock Automation.** Testing has begun to use electronic door lock automation to secure facility doors during a crisis requiring a lockdown, relocation, or suspended schedule. To activate, a swipe of an authorized ID card would be able to lock some or all locks. The system allows the doors to be set up for continued access by staff or for doors to be accessible by pre-authorized staff and emergency personnel only.
- **Distribution of Electronic Door Keys to Public Safety Personnel.** The Northbrook Police Department has been issued electronic door keys for access during an emergency in designated squad cars. Any use by one of these keys triggers an email to district and school leadership, and police department command staff. The district is in the process of providing the Glenview Police Department with the same type of access for Glenview-based facilities.
- **Emergency Kits mounted on walls.** Our school nurses and athletic trainers led the effort to install emergency go kits throughout district facilities. These kits contain emergency lifesaving equipment, e.g. tourniquets, bandages, mylar blankets. Staff will begin the practice of taking emergency kits during training and drills.
- **Network Connection to Stadium.** This fall we installed additional network connections to the Glenbrook South stadium. We are also planning to install a network connection to the Glenbrook North stadium. These connections will enable us to install emergency telephones and cameras in several athletic facilities.
- **Vape Detectors.** In October the school district partnered with Soter Technologies to install two Fly Sense vape detectors in Glenbrook North and Glenbrook South. The detectors have proven extremely helpful in identifying vape activities in our restrooms. The administrative teams have discussed potentially expanding the number of detectors in the district as part of the 2020-21 fiscal year budget.
- **Open Lunch Check-In and Check-Out System.** On the first day of school we implemented a new open lunch system that tracks when students are leaving and returning from open lunch. The system integrates with PowerSchool and enables our paraprofessionals to quickly know who is permitted to leave for open lunch. The system also generates a report which is emailed to the deans on a daily basis to identify students that attempted to leave during an unauthorized time, or returned late from lunch. This system also will integrate with our mass communication system so that we are able to quickly communicate with students that are off campus in the event of an emergency.

- **Camera System.** This spring we will be upgrading our camera software system. The new system will integrate with the door access control system, and will provide additional audit trail capabilities. For example, designated personnel will be able to see a picture of the individual scanning a electronic door key for each door access transaction where a camera has been associated.