

**FLEMINGTON-RARITAN REGIONAL SCHOOL DISTRICT  
SECURITY ACTION PLAN  
MARCH 10, 2014**

<b>STATUS KEY</b>
1. Immediate
5. Strong Consideration
10. Less Importance

*Immediate Attention Action Steps Spring/Summer 2014*  
*Principals and Central Office*  
*Business Office, Supervisor of Instructional Technology and Facility Manager*  
*Coordinate with HC Prosecutors Office -Spring/Summer 2014*  
*Finance Committee- Full Board- Spring/Summer 2014*

**Goal #1: Emergency Management**  
 The district should revise and update its emergency management plans to address specific findings in accordance with the all-hazards, four-phase, NIMS compliant planning model recommendation by the ED. The new plans should have greater depth in terms of the types of emergency functions and variety of crisis situations addressed.

Action Step	Responsibility	Date To Be Completed	Evidence of Achievement	Indicators of Progress	Status	Priority	Considerations
1. The district should develop a written and distinct Prevention/Mitigation plan. This plan section is designed for the prevention of instances where people may be harmed or property damaged through accidents and intentional acts. A formal prevention and mitigation plan offers many benefits, such as: <ul style="list-style-type: none"> <li>• Ensures that particular potential hazards will be addressed</li> <li>• Creates a consistent foundation for prevention efforts</li> <li>• Provides a solid framework and a system for integrating school safety efforts</li> <li>• Allows school officials to readily demonstrate to parents, students, media and the general public that school safety issues have been properly addressed</li> <li>• Reduces civil liability by documenting reasonable efforts made by school officials to reduce risk</li> <li>• Improves the position of schools in the</li> </ul>	Superintendent, Principals, Vice Principals, Principals, Prosecutor's Office, Facilities Manager	Fall of 2014	-A plan will be developed for each of the six schools. -The Vice Principals are meeting with Kevin Burd (HC Prosecutor's Office) on Wednesday, March 19th	Plans will be compiled and kept on file in each of the schools, Central Office and with the Facilities Director	VPs met on January 31 <sup>st</sup> to develop plans for all schools	1	Framework for each school should be consistent. Develop consistent manuals for all schools. Should be shared.

District Advisory Recommendations



						Prosecutor's Office, Director of Special Services,	assistance of district and community mental health partner agencies. The plan should also allow for integration with a family reunification plan as described above.
						School Nurses	
						Superintendent,	8. The district should develop a Family Reunification Plan. This plan component should be supported by role-specific training of staff.
						Principals, Vice Principals, Prosecutor's Office, Facilities Manager	
						Superintendent, Building Administrators, Vice Principal, Prosecutor's Office	9. The district should develop a new site-specific planning template for use by each school to identify and record key information needed during a crisis. This plan template would be filled out each year by school crisis team personnel.
						Superintendent, Assistant Superintendent, BA, Building Administrators	10. The district's revised plans, staff development, and drill processes should clearly articulate the need for, and empowerment of, employees to begin implementation of life-saving protective actions. We recommend that the district expand on its previous efforts to improve plan components and train and empower all school employees to take immediate life saving actions when they encounter any life or death situation.
						Superintendent, Assistant Superintendent, BA, Building Administrators	11. School crisis team members and employees should be properly trained once the new plan components are completed and issued to all employees. The district should consider the following as potential options for expanded staff development approach: <ul style="list-style-type: none"> <li>• Development of an internal facilitator training program</li> <li>• The use of web based training approaches</li> </ul>
						September 2015	
						September 2014	
						-The Vice Principals are meeting with Kevin Burd (HC Prosecutor's Office) on Wednesday, March 19th	
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						Office including terminology and terminology will be building specific	
						consistent with guidelines provided by the Prosecutor's Office including terminology	
						The response plan will be consistent	
						1	Of high need
						Work with the Hunterdon County Office of Emergency Management.	
						5	Accomplished and ongoing. Check to see if county has a standard format.
						1	Build in more consistency throughout all schools.
						10	Vice Principals will continue to work with the Hunterdon County Emergency Management Team and the Prosecutor's Office.

• The use of custom training videos

**Goal #2: School Safety, Security and Emergency Practices and Procedures**  
 The district should seek to improve school safety practices and procedures including training staff for moderate to severe school crisis situation. District Advisory Recommendations

Action Step	Responsibility	Date To Be Completed	Evidence of Achievement	Indicators of Progress	Status	Priority	Considerations
1. The district should continue the long term initiative to install security vestibules or other renovation projects as needed during more secure design concepts as needed during architect.	Superintendent, Business Administrator, Board of Education, Building Administrators	1-24-14 1-27-14 3-1-14 9-1-14 2-28-14 3-5-14	-Minutes from meeting with principals and secretaries -Minutes from meeting with Engineer and Facilities Mgr -Minutes from Finance Committee meeting -Minutes from meeting with lead administrator (PS) Finance Committee (3-5-14) will further discuss this recommendation - Mr. Nolan visited GVSD to see, first hand, their security system; cameras, Raptor Program, entrance to schools. -Finance Committee will meet with Raptor Rep. on March 20 <sup>th</sup>	-Plans accepted by State -Financial planned to support the initiative -Board Approval of design -Board Approval of budget -Construction timeline developed -Construction updates -Construction completed	All meetings with principal and sect. were held. To be reviewed by Finance Comm. No consensus by Finance on changes to entry way will review week of 2-17-14	1	No consensus reached on the value of a two-buzzer system. Research 3M film for windows. Spoke to MD at Safe Havens. He strongly suggested that we look into a system integration company to ensure that software and hardware are compatible.
2. The district should have all employees complete training on the NIMS, improve the current emergency plans and training programs and adopt a far more robust and progressive drill and exercise program	NIMS will not be part of the district	NIMS will not be part of the district plan	-NIMS will not be part of the district plan		10		Involve PTOs to raise awareness. Staff is more vigilant looking for badges.

3. The district should consider developing a properly trained multi-disciplinary threat assessment team approach and create a systematic manner of communicating this concept to all employees.	Superintendent, Business Administrator, Board of Education, Building Administrators	January 2015				5	Ongoing and in place. Administrators, counselors and police are involved.
4. The district may wish to consider expanded training of staff in evidence-based approaches to de-escalation of upset people.	Superintendent, Business Administrator, Board of Education, Building Administrators	January 2015	Gatekeeper Program presented to Building Administrators and Secretaries- November, 2013			5	High priority for front office staff. Training needed, but not immediately, for all other staff.
5. The district leadership and building administrators should make the creation and maintenance of efficient space management a priority, and a standardized way of administering these policies in schools and support facilities should be implemented.	Superintendent, Business Administrator, Board of Education, Building Administrators	January 2015				5	Need further clarification regarding the language in this recommendation.
6. The district should consider safe rooms where it is feasible to do so in district schools and support facilities.	Superintendent, Business Administrator, Board of Education, Building Administrators	June 2015				5	Further examine school layouts and floor plans.
7. Expand and enhance staff development for improved supervision of personnel.	Superintendent, Business Administrator, Board of Education, Building Administrators	Fall 2015				5	Staff should be aware of their surroundings.
8. Key boxes should be kept locked and the keys to open the box should be kept under control of administrators or other key staff members.	BA Director of Facilities	June 2015				1	Check status of key boxes.
9. The district should consider equipping staff with high visibility vests for use when they are on duty outside the school.	Central Office, Building Administrators	May 2014	-A committee of principals will meet with Mr. Nolan in March to further discuss.			5	No consensus reached on vests, but safety whistles highly recommended.
10. The district may consider securing laptop and desktop computers with anti-theft devices if it	Superintendent,	Summer 2014				5	Ongoing

Business Administrator, Board of Education, Building	Administrator, Director of Technology											
	Director of Technology											
	BA BA	Summer 2014										
	BA Director of Technology	September 2014										
	BA Board of Education, Director of Facilities	January 2015										
	Superintendent, Board of Education, BA, Director of Facilities											
	Superintendent, Building Administrators	May 2014										
	Superintendent, Building Administrators	May 2014										
	Superintendent, Building Administrators	May 2014										
	Superintendent, Business Administrator,	September 2014										

<ul style="list-style-type: none"> <li>• Provide a method of screening domestic dispute offenders and/or other potential trespassers.</li> <li>• Alert school-based and district staff by e-mail, telephone, text messaging or other methods when a violator has been identified.</li> </ul>								
<p>17. The visitor sign-in and student sign-out books should be under the control of office staff.</p>	Superintendent,	June 2014	-Discussion with Safe Havens					School-based decision.
	Business Administrator, Board of Education, Building Administrators		Rep. has reinforced the need to review all programs to ensure that they can be fully integrated with current program					electronic sign-in of guests should be considered.
	Business Administrator, Board of Education, Building Administrators		Rep. has reinforced the need to review all programs to ensure that they can be fully integrated with current program					System Integration Company being researched
	Superintendent, Business Administrator, Board of Education, Building Administrators	September 2014	-Discussion with Safe Havens Rep. has reinforced the need to have a company or individual review all programs to ensure that they can be fully integrated with current program					What is the consistent protocol?
	Superintendent, Business Administrator, Board of Education, Building Administrators	September 2014	-Investigated Raptor Program					System Integration Company being researched
18. Front office staff at all schools in the district should be trained or supported by a policy on what they should do when buzzing people into schools.	Director of Facilities and Maintenance, BA	September 2014	-Attended 3M meeting with representatives of HC Prosecutor's Office -Mr. Shumate will be asking for pricing for the entrance of each school. He will share the results with the Finance Committee on March 20 <sup>th</sup>					Research products, including cost and time.
	Director of Facilities and Maintenance, BA					March 5 meeting with Finance Comm.		May not be feasible in all schools.
	Building Administrators	May 2014	-A committee of principals will meet with Mr. Nolan in March to further discuss.			10		May not be feasible in all schools.
	Building Administrators	May 2014	-A committee of principals will meet with Mr. Nolan in March to further discuss.			10		We believe pictures and names should remain; however, classrooms should be numbered for ease of identification by law enforcement.
	Superintendent, Principals,	June 2014				5		May be helpful to police.
20. The arrangement of administrator's desks in the district should allow for a quick escape route in the event someone in the meeting becomes hostile.	Building Administrators	May 2014	-A committee of principals will meet with Mr. Nolan in March to further discuss.					
21. All classrooms should be marked by numbers or symbols only. Student artwork with names, staff or student photos with names and other identifiers should not be placed where it could help an aggressor locate a victim in a building. ( <i>Not supported by the Superintendent</i> )	Building Administrators	May 2014	-A committee of principals will meet with Mr. Nolan in March to further discuss.					
22. The district should consider creating emergency photo tours for all of its schools.	Superintendent,	June 2014						

Vice Principals, Prosecutor's Office, Facilities Manager							
23. The district should improve external public address capabilities for its schools.	Superintendent, Business	January 2015	-Discussion with Safe Havens Rep. has reinforced the need to			1	Systems should be updated with consideration of voice and flashing light.
	Administrator, Director of Facilities, Administrators		have a company or individual review all programs to ensure that they can be fully integrated with current program				
	Superintendent, Business	June 2014	-Investigated Raptor Program			1	All school maps should be standardized through Facilities Manager.
24. The district should consider mandating that only district issue fire evacuation diagrams be used and adding severe weather sheltering maps for all of its schools and develop a standardized format for emergency diagrams that includes text instructions and arrows, and photographs, if possible, for its schools.	Superintendent, Business Administrator, Director of Finance	June 2014				1	Great debate; no consensus reached.
25. The district may wish to consider adding consent to search signage at every vehicular access point at each of its schools.	Superintendent, Business Administrator, Board of Education, Building Administrators	June 2014	-A committee of principals will meet with Mr. Nolan in March to further discuss.			5	
26. The district should consider the standardized usage of reserved parking signs.	Superintendent, Business Administrator, Board of Education, Building Administrators	May 2014	-A committee of principals will meet with Mr. Nolan in March to further discuss.			1	Use reserved parking signs at all schools. No titles should be advertised.
27. The district may wish to consider having a standardized and highly visible signage directing visitors to press the buzzer and state their name and purpose of their visit at all of its schools.	Superintendent, Business Administrator, Board of Education, Building Administrators	June 2014	Discussion with Safe Havens Rep. has reinforced the need to have a company or individual review all programs to ensure that they can be fully integrated with current program			1	Same signage should be used at all schools; do away with laminated sheets.



				Investigated Raptor Program --Mr. Nolan visited a school that had implemented the program three years ago and were extremely pleased with the results. --Rep. from Raptor Program will meet with the Finance Committee on 3-20-13			
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