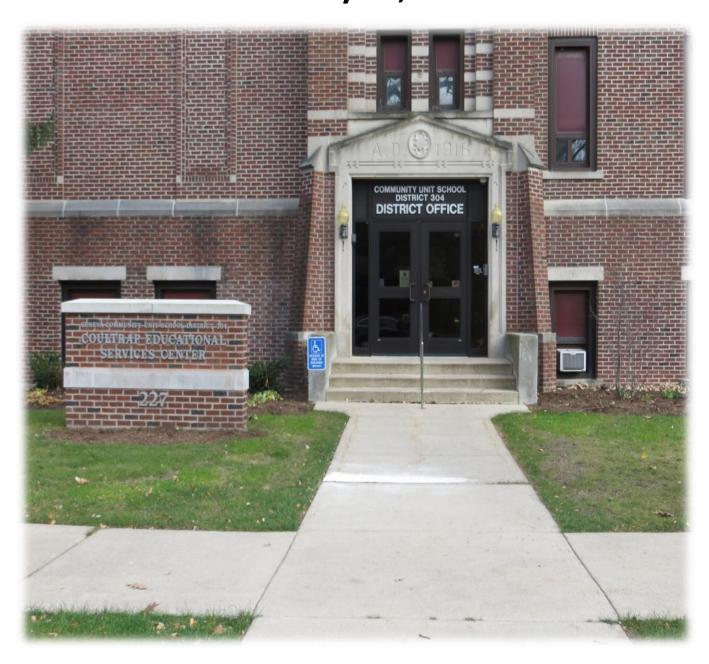


#### Geneva Community Unit School District #304 Operations and Maintenance-Security 7 Year Capital Improvement Plan

# Board of Education January 25, 2016





#### Geneva Community Unit School District #304 Operations and Maintenance-Security 7 Year Capital Improvement Plan

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#### Geneva Community Unit School District #304 Operations and Maintenance-Security 7 Year Capital Improvement Plan

#### Introduction

This report analyzes the existing facilities as it relates to safety and security. The projection is based on a Seven Year Security Capital Improvement Plan with the highest priority needs being addressed first. Prioritization was identified by focusing on the first phase of emergency management prevention/mitigation. What projects can we complete at our school buildings that will prevent or mitigate incidents from occurring which in turn will protect our assets, students, staff, and property? It is important to understand that school safety and security is continuously evolving and the District is constantly looking at best practices and ways to enhance what we currently are doing. While our goal is to ensure that our schools provide a safe and secure environment for students and staff to thrive socially, emotionally, and educationally, we also must balance our approach with security by maintaining a welcoming, community engaging facility. This report covers all school buildings where students are housed. Projected costs by building are included in the appendix. This Seven Year Security Capital Improvement Plan is intended to provide the information needed to assist the District Board of Education and Administration with the decisions they will face with regard to future financial support of our buildings. As always we will continue to search and apply for as many grants that become available to help support our initiatives.

Respectfully Submitted,

Amy Campbell
Safety and Security Supervisor
Geneva Community School District #304

### **Geneva High School**



## **Geneva High School Building Summary**

In the spring of 2015, the completion of the security film to all grade level windows at the high school took place. This project was partially funded by the IEMA School Safety Grant. In August of 2015, we implemented the Raptor Visitor Management System at Geneva High School.

Recommended upcoming security projects in the capital improvement plan over the next seven years include: exterior cameras, motion detection lighting, and security camera warning signs be added to the building as an aid to deter individuals from gaining access to the roof. Another project recommended is placing vision obstructing panels on classrooms windows where it has been identified that a hard lockdown cannot be successfully completed. The goal of a hard lockdown is to make the classroom appear vacant. Because of the location or number of windows in the classrooms, students and staff are unable to successfully move to a location where they cannot be seen. This puts these students and staff in a vulnerable position when a hard lockdown protocol has been implemented. Another similar area of concern are for those teachers whose classrooms require panic hardware, otherwise known as crash bars, on the interior of their classroom doors. Currently, these doors are not able to be locked from the inside. In order to bring these doors up to the same standard of interior locking as the other classrooms, an interior locking mechanism needs to be added to this style of door. Additional FOB access control readers need to be added to the Health Office and to the Band Room to enhance security to those areas. A further recommendation to enhance the promptness of notifying first responders of an emergency is the addition of duress buttons to specific locations.

It is also recommended that the District enhance access control by replacing the grade level glazing along the wall just south of door number 10S with a translucent panel system. While doing this, the District should also cover the vertical piping that is located directly above the glazing with sheet metal to inhibit climbing and unauthorized roof access. Over a phase of two years, it is recommended that additional security cameras be added to both interior and exterior locations based on security assessments and the needs of the administration to monitor, prevent, deter, and assist in investigations when incidents occur. Lastly, as a preventative measure additional door contacts should be installed to exterior doors so that there is an alert when doors are left unsecure.

### **Geneva Middle School North**



## Geneva Middle School North Building Summary

In the spring of 2014, Geneva Middle School North served as our pilot site for implementing the Raptor Visitor Management System. In the spring of 2015, the completion of the security film at the front entry way was completed. This project was funded by the IEMA School Safety Grant.

Recommended upcoming security projects in the capital improvement plan over the next seven years include the following: It is recommended that **vision obstructing panels** be placed in classrooms windows and doors where it has been identified that a hard lockdown cannot be successfully completed. The goal of a hard lockdown is to make the classroom appear vacant. Because of the location or number of windows in the classrooms, students and staff are unable to successfully move to a location where they cannot be seen. This puts these students and staff in a vulnerable position when a hard lockdown protocol has been implemented. Another similar area of concern are for those teachers whose classrooms require panic hardware otherwise known as crash bars on the interior of their classroom doors. Currently, these doors are not able to be locked from the inside. In order to bring these doors up to the same standard of interior locking as the other classrooms, an interior locking mechanism needs to be added to this style of door. A further recommendation to enhance the promptness of notifying first responders of an emergency is the addition of duress buttons to specific locations.

During security assessments along with conversations with the administrators at the building, strategic locations were identified to add both **interior and exterior security cameras** to monitor, prevent, deter, and to assist with investigations when incidents occur. Like the other buildings, as a preventative measure additional **door contacts** should be installed to exterior doors so that there is an alert when doors are left unsecure.

Lastly, **security traffic bollards** were recommended to be added in front of the building to provide protection to both students and staff along with protecting the structure of the building.

### **Geneva Middle School North**



#### Vision obstructing panels

Apply a visual barrier to the glass on one side of the door to provide visual protection during lockdown.



#### **Interior Locking Mechanism**

An interior locking mechanism needs to be added for staff protection during a hard lockdown situation.

### **Geneva Middle School South**



## Geneva Middle School South Building Summary

In January of 2015, we implemented the Raptor Visitor Management System at Geneva Middle School South; this was the continuation of the final roll out of the district-wide program. In the spring of 2015, the completion of the security film at the front entry way was completed. This project was funded by the IEMA School Safety Grant.

Recommended upcoming security projects in the capital improvement plan over the next seven years include the following: It is recommended to improve access control; a new set of doors be installed in the hallway that leads from the main doors into the library. This will provide a mechanism to better secure the building which will prevent and mitigate mischievous and criminal acts. Another project recommended for completion that will enhance the effectiveness of a hard lockdown are putting vision obstructing panels in classrooms windows where it has been identified that a hard lockdown cannot be successfully completed. The goal of a hard lockdown is to make the classroom appear vacant. Because of the location or number of windows in the classrooms, students and staff are unable to successfully move to a location where they cannot be seen. This puts these students and staff in a vulnerable position when a hard lockdown protocol has been implemented. Another similar area of concern are for those teachers whose classrooms require panic hardware, otherwise known as crash bars, on the interior of their classroom doors. Currently, these doors are not able to be locked from the inside. In order to bring these doors up to the same standard of interior locking as the other classrooms, an interior locking mechanism needs to be added to this style of door. A further recommendation to enhance the promptness of notifying first responders of an emergency is the addition of duress buttons to specific locations.

During the security assessments along with conversations with the principal; strategic locations were identified to add both **interior and exterior security cameras** to monitor, prevent, deter, and to assist as an investigative tool when incidents occur. Like the other buildings, as a preventative measure additional **door contacts** should be installed to exterior doors so that there is an alert when doors are left unsecure.

Lastly, **security traffic bollards** were recommended to be added in front of the building to provide protection to both students and staff along with protecting the structure of the building.

### **Geneva Middle School South**



#### Vision obstructing panels

Apply a visual barrier to one side of the door to provide visual protection during a hard lockdown.



#### **Interior Locking Mechanism**

An interior locking mechanism needs to be added for staff protection during a hard lockdown.

### **Harrison Street Elementary School**



## Harrison Street Elementary School Building Summary

In January of 2015, we implemented the Raptor Visitor Management System at Harrison Elementary School, this was the continuation of the final roll out of the district-wide program. In the spring of 2015, the completion of the security film at the front entry way was completed. This project was funded by the IEMA School Safety Grant.

To improve access control one recommendation is to cover the vertical piping and wiring alongside the building. This can be completed using sheet metal. As a preventative measure additional door contacts should be installed to exterior doors so that there is an alert when doors are left unsecure. A further recommendation to enhance the promptness of notifying first responders of an emergency is adding duress buttons to specific locations.

### **Western Avenue Elementary School**



## Western Avenue Elementary School Building Summary

In January of 2015, we implemented the Raptor Visitor Management System at Western Avenue Elementary School; this was the continuation of the final roll out of the district-wide program. In the spring of 2015, the completion of the security film at the front entry way was completed. This project was funded by the IEMA School Safety Grant.

One recommendation to enhance the promptness of notifying first responders of an emergency is adding **duress buttons** to specific locations.

### **Mill Creek Elementary School**



## Mill Creek Elementary School Building Summary

At the beginning of the 2014-2015 school year, Mill Creek Elementary School implemented the Raptor Visitor Management System. In the spring of 2015, the completion of the security film at the front entry way was completed. This project was funded by the IEMA School Safety Grant.

During safety and security assessments along with conversations with the principal, there is a need to add an additional **exterior security camera** to the building. As a preventative measure additional **door contacts** should be installed to exterior doors so that there is an alert when doors are left unsecure. A further recommendation to enhance the promptness of notifying first responders of an emergency is the addition of **duress buttons** to specific locations.

### **Heartland Elementary School**



## Heartland Elementary School Building Summary

In January of 2015, we implemented the Raptor Visitor Management System at Heartland Elementary School; this was the continuation of the final roll out of the district-wide program. In the spring of 2015, the completion of the security film at the front entry way was completed. This project was funded by the IEMA School Safety Grant.

As a preventative measure additional **door contacts** should be installed to exterior doors so that there is an alert when doors are left unsecure. A further recommendation to enhance the promptness of notifying first responders of an emergency is adding **duress buttons** to specific locations.

### **Williamsburg Elementary School**



## Williamsburg Elementary School Building Summary

In January of 2015, we implemented the Raptor Visitor Management System at Williamsburg Elementary School; this was the continuation of the final roll out of the district-wide program. In the spring of 2015, the completion of the security film at the front entry way was completed. This project was funded by the IEMA School Safety Grant.

To enhance security, additional **exterior security cameras** are needed. These cameras will assist in monitoring, deterring, and investigating when incidents occur. Additionally, **roof access panels** need to be installed to prevent vandalism and mitigate access to the roof.

As a preventative measure, additional **door contacts** should be installed to exterior doors so that there is an alert when doors are left unsecure. A further recommendation to enhance the promptness of notifying first responders of an emergency is the addition of **duress buttons** to specific locations.

### **Fabyan Elementary School**



## Fabyan Elementary School Building Summary

In January of 2015, we implemented the Raptor Visitor Management System at Fabyan Elementary School; this was the continuation of the final roll out of the district-wide program. In the spring of 2015, the completion of the security film at the front entry way was completed. This project was funded by the IEMA School Safety Grant.

To further protect our assets and prevent criminal activity an additional **exterior security camera** is needed. This camera will assist in monitoring, deterring, and investigating when incidents occur. A further recommendation to enhance the promptness of notifying first responders of an emergency is adding **duress buttons** to specific locations.

## **Completed Capital Improvement Plan Projects for 2015-16**

Project Budget Cost Variance

There were not any projects approved.

# Capital Improvement Plan Projects 2016-17

#### 20E 900 2540 5110

GHS	Vision Obstructing Panels Exterior Motion Detection Ligh Exterior Security Cameras FOB Access Control	ting	\$ 6,900.00 \$ 2,000.00 \$ 6,000.00 \$ 14,500.00
GMSN	Vision Obstructing Panels Interior Locking Mechanism		\$ 1,500.00 \$ 7,000.00
GMSS	Access Control Vision Obstructing Panels Interior Locking Mechanism		\$ 30,000.00 \$ 3,900.00 \$ 5,800.00
HSS	Access Control-Cover Piping		\$ 1,200.00
WES	Exterior Security Cameras		\$ 4,100.00
		TOTAL	\$ 82,900.00

Building / Description	Recommendation	Cost Estimate	Priority	Year	Comments	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Geneva High School												
Vision obstructing panels	Apply an application to classroom windows to provide visual protection during a hard lockdown. (Phase 1, Year 1 \$6,900) (Phase 2, Year 3 \$6,800)	\$ 13,700	00 Н	1,3	Some classrooms currently are not safe for a hard lockdown situation. Adding coverage to windows will create a safe environment for a hard lockdown. Identified areas of concerns during drills, walk throughs, and 2014 ARCON Security Assessment.	\$ 6,900.00		\$ 6,800.00				
Exterior Motion Detection Lighting	Install motion detection lightning on West side of Building	\$ 2,000	00 Н	1	Prevent/Deter Individuals from Trespassing	\$ 2,000.00						
Exterior Security Cameras	Addition of exterior security cameras to monitor, prevent, deter, and investigate when incidents occur. (Phase 1 Year 1 \$ 6,000) (Phase 2 Year 6 \$6,200)	\$ 12,200	00 н,ц	1,6	Identified areas in the 2014 ARCON Security Assessment. (Year 1 \$,6000) (Year 6 \$6,200)	\$ 6,000.00					\$ 6,200.00	
Add FOB to Access Control System	Install a FOB to the hallway doors at the Health Office and Band Room utilizing the GE Diamond 2 Access Control System.	\$ 14,500	00 Н	1	Adding this feature will enhance the protection of our assets and reduce the risk of theft. Cost for Health Office (\$6,500) and Band Room (\$8,000).	\$ 14,500.00						
Duress Button	Install a duress button in the main office with a direct link to 911.	\$ 6,000	00 Н	2	When activated 911/Police would automatically be called for an immediate response. (Range from \$2,000 to \$6,000)		\$ 6,000.00					
Interior Locking Mechanism	Install an interior locking mechanism to doors that have crash bars so that teachers do not have to exit their classrooms to lock their doors during a hard lockdown situation.	\$ 5,900	00 Н	2	By adding these locks it will bring these doors up to the same standard of interior locking as the other classrooms.		\$ 5,900.00					
Interior Security Cameras	Addition of interior security cameras to Monitor, Prevent, Deter, and Investigate when incidents occur. (Phase 1 Year 3 \$7,000) (Phase 2 Year 4 \$7,000)	\$ 14,000	00 M	3,4	Administration identified areas where cameras would be of assistance.	;		\$ 7,000.00	\$ 7,000.00			
Access Control - Install translucent panel system	Reduce access risk to mechanical room. Replace grade level glazing with translucent panel system	\$ 10,400	00 M	4	Noted on the ARCON security assessment will prevent/mitigate unathorized access to the mechanical room				\$ 10,400.00			
Access Control - Cover piping	Covering vertical piping with sheet metal cover to inhibit climbing and avoid roof access	\$ 1,440	00 L	5	Noted on the ARCON security assessment will prevent/mitigate unathorized access.					\$ 1,440.00		
Add Door Contacts to Access Control System	Install Door contacts through the GE Diamond 2 Access Control System to notify of hold/forced open at indicated exterior doors.	\$ 13,500	00 L	7	Preventitive Measure to keep the building more secure. Noted in 2014 ARCON Security Assessment.							\$ 13,500.00
Total for GHS		\$ 93,640.0	0									

Building / Description	Recommendation	Cos	t Estimate	Priority	Year	Comments	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
GMS-N													
Vision obstructing panels	Apply an application to classroom windows to provide visual protection during a hard lockdown.	\$	1,500.00	н	1	Some classrooms currently are not safe for a hard lockdown situation. Adding coverage to windows will create a safe environment for a hard lockdown. Identified areas of concerns during drills, walk throughs, and 2014 ARCON Security Assessment.	\$ 1,500.00						
Interior Locking Mechanism	Install an interior locking mechanism to doors that have crash bars so that teachers do not have to exit their classrooms to lock their doors during a hard lockdown situation.	\$	7,000.00	н	1	By adding these locks it will bring these doors up to the same standard of interior locking as the other classrooms. Noted in the 2014 ARCON Security Assessment.	\$ 7,000.00						
Duress Button	Install a duress button in the main office with a direct link to 911	\$	6,000.00	Н	2	When activated 911/Police would automatically be called for an immediate response. (Range from \$2,000 to \$6,000)		\$ 6,000.00					
Interior Security Cameras	Interior Cameras to prevent, monitor, deter, and investigate when incidents occur. (Phase 1 Year 3 \$8,000) (Phase 2 Year 4 \$ \$8,000)	\$	16,000.00	М	3,4	Working in conjunction with the Principal and the consultant from ARCON conducting the security assessment strategic areas were identified for placement of security cameras. (Phase 1 Year 3 \$8,000)(Phase 2 Year 4 \$8,000)			\$ 8,000.00	\$ 8,000.00			
Exterior Security Cameras	Additional Exterior Cameras to prevent, monitor, deter, and investigate when incidents occur.	\$	3,700.00	М	4	Identified areas in the 2014 ARCON Security Assessment.				\$ 3,700.00			
Security Traffic Bollards	Install security bollards outside of the front entrance to provide a barrier.	\$	4,000.00	L	6	Bollards help provide deterrence and protection for both life and property. Identified in the ARCON 2014 Security Assessment						\$ 4,000.00	
Add Door Contacts to Access Control System	Install Door contacts through the GE Diamond 2 Access Control System to notify of hold/forced open at indicated exterior doors.	\$	6,750.00	L	7	If an exterior door does not latch, a notification will be sent to preidentified individuals to notify that a door is unsecure. This will prevent theft, vandlism, criminal damage to property. Noted in the 2014 ARCON Security Assessment.							\$ 6,750.00
Total for GMS-N		\$	44,950.00										

Building / Description	Recommendation	Cost I	Estimate	Priority	Year	Comments	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
GMS-S													
Access Control	Provide new doors in hallway to reduce unauthorized access after hours and during events.	\$	30,000.00	Н	1	Securing the academic side of the school building will mitigate and prevent theft, vandalism, and criminal damage to property.	\$ 30,000.00						
Vision obstructing panels	Apply an application to classroom windows to provide visual protection during a hard lockdown.	\$	3,900.00	н	1	Some classrooms currently are not safe for a hard lockdown situation. Adding coverage to windows will create a safe environment for a hard lockdown. Identified areas of concern during drills, walk throughs, and 2014 ARCON Security Assessment.	\$ 3,900.00						
Interior Locking Mechanism	Install an interior locking mechanism to doors that have crash bars so that teachers do not have to exit their classrooms to lock their doors during a hard lockdown situation.	\$	5,800.00	п	1	By adding these locks it will bring these doors up to the same standard of interior locking as the other classrooms. Noted in the 2014 ARCON Security Assessment.	\$ 5,800.00						
Duress Button	Install a duress button in the main office with a direct link to 911.	\$	6,000.00	Н	2	When activated 911/Police would automatically be called for an immediate response. (Range from \$2,000 to \$6,000)		\$ 6,000.00					
Interior Security Cameras	Interior cameras to prevent, monitor, deter, and investigate when incidents occur. (Phase 1 Year 3 \$8,000) (Phase 2 Year 4 \$8,000)	\$	16,000.00	М	3,4	Working in conjunction with the Principal and the consultant from ARCON conducting the security assessment strategic areas were identified for placement of security cameras. (Phase 1 Year 3 \$8,000)(Phase 2 Year 4 \$8,000)			\$ 8,000.00	\$ 8,000.00			
Exterior Security Cameras	Addition of exterior security cameras to monitor, prevent, deter, and investigate when incidents occur.	\$	3,700.00	М	4	Identified areas in the 2014 ARCON Security Assessment.				\$ 3,700.00			
Security Traffic Bollards	Install security bollards outside of the front entrance to provide a barrier.	\$	4,000.00	L	6	Bollards help provide deterrence and protection for both life and property. Identified in the ARCON 2014 Security Assessment.						\$ 4,000.00	
Add Door Contacts to Access Control System	Install door contacts through the GE Diamond 2 Access Control System to notify of hold/forced open at indicated exterior doors.	\$	12,375.00	L	7	If an exterior door does not latch, a notification will be sent to preidentified individuals to notify that a door is unsecure. This will prevent theft, vandalism, criminal damage to property. Noted in the 2014 ARCON Security Assessment.							\$ 12,375.00
Total for GMS-S		\$	81,775.00										

Building / Description	Recommendation	Co	st Estimate	Priority	Year	Comments	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Harrison													
Access Control - Cover piping	Covering vertical piping with sheet metal cover to inhibit climbing and avoid roof access.	\$	1,200.00	Н	1	Reduce unauthorized roof access.	\$ 1,200.00						
Duress Button	Install a duress button in the main office with a direct link to 911.	\$	6,000.00	н	2	When activated 911/Police would automatically be called for an immediate response. (Range from \$2,000 to \$6,000)		\$ 6,000.00					
Add Door Contacts to Access Control System	Install door contacts through the GE Diamond 2 Access Control System to notify of hold/forced open at indicated exterior doors.	\$	2,250.00	L	7	Preventitive measure to keep the building more secure.							\$ 2,250.00
Total for Harrison		\$	9,450.00										
Western													
Duress Button	Install a duress button in the main office with a direct link to 911.	\$	6,000.00	Н	2	When activated 911/Police would automatically be called for an immediate response. (Range from \$2,000 to \$6,000)		\$ 6,000.00					
Total for Western		\$	6,000.00										
Mill Creek													
Duress Button	Install a duress button in the main office with a direct link to 911.	\$	6,000.00	Н	2	When activated 911/Police would automatically be called for an immediate response. (Range from \$2,000 to \$6,000)		\$ 6,000.00					
Exterior Security Camera	Additional exterior cameras to prevent, monitor, deter, and investigate when incidents occur.	\$	2,100.00	М	3	Additional exterior cameras to prevent, monitor, deter, and investigate when incidents occur.			\$ 2,100.00				
Add Door Contacts to Access Control System	Install door contacts through the GE Diamond 2 Access Control System to notify of hold/forced open at indicated exterior doors.	\$	1,500.00	L	7	Preventitive measure to keep the building more secure.							\$ 1,500.00
Total for Mill Creek		\$	9,600.00										
Heartland													
Duress Button	Install a duress button in the main office with a direct link to 911.	\$	6,000.00	н	2	When activated 911/Police would automatically be called for an immediate response. (Range from \$2,000 to \$6,000)		\$ 6,000.00					
Add Door Contacts to Access Control System	Install door contacts through the GE Diamond 2 Access Control System to notify of hold/forced open at indicated exterior doors.	\$	3,000.00	L	7	Preventitive measure to keep the building more secure.							\$ 3,000.00
Total for Heartland		\$	9,000.00										

Building / Description	Recommendation	С	ost Estimate	Priority	Year	Comments	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Williamsburg				11101110,			100	100	100.0		1 3 3 1	1001	1 3 3 3
Exterior Security Cameras	Additional exterior cameras to prevent, monitor, deter, and investigate when incidents occur.	\$	4,100.00	н	1	Additional exterior cameras to prevent, monitor, deter, and investigate when incidents occur.	\$ 4,100.00						
Roof Access Panels	Install roof access panels.	\$	10,000.00	Н	2	To prevent vandalism and easy access to roof.		\$ 10,000.00					
Duress Button	Install a duress button in the main office with a direct link to 911.	\$	6,000.00	н	2	When activated 911/Police would automatically be called for an immediate response. (Range from \$2,000 to \$6,000)		\$ 6,000.00					
Add Door Contacts to Access Control System	Install door contacts through the GE Diamond 2 Access Control System to notify of hold/forced open at indicated exterior doors.	\$	1,500.00	L	7	Preventitive measure to keep the building more secure.							\$ 1,500.00
Total for Williamsburg		\$	21,600.00										
Fabyan													
Duress Button	Install a duress button in the main office with a direct link to 911	\$	6,000.00	н	2	When activated 911/Police would automatically be called for an immediate response. (Range from \$2,000 to \$6,000)		\$ 6,000.00					
Exterior Security Camera	Additional Exterior Cameras to prevent, monitor, deter, and investigate when incidents occur.	\$	2,100.00	М	3	Additional exterior cameras to prevent, monitor, deter, and investigate when incidents occur.			\$ 2,100.00				
Total for Fabyan		\$	8,100.00										
	TOTAL	\$	284,115.00				\$ 82,900.00	\$ 69,900.00	\$ 34,000.00	\$ 40,800.00	\$ 1,440.00	\$ 14,200.00	0 \$ 40,875.00
	Year 1		93 999 99										
	Year 2	ş ç	82,900.00 69,900.00										
	Year 3	\$	34,000.00										
	Year 4	Ś	40,800.00										
	Year 5	Ś	1,440.00										
	Year 6	\$	14,200.00										
	Year 7	\$	40,875.00										