



SAFETY AND SECURITY UPDATE

2024-2025



SUMMER PROJECTS: EACH BUILDING

- Verified classrooms have maps identifying evacuation routes and tornado shelter areas
- Verified classroom intercom buttons are working properly and are identified correctly when they ring to the main office
- Verified that all interior locks are functioning properly
- Verified directional locking stickers to all interior doors
- Verified that the exterior PA system is working
- Verified 2-way radios are accounted for and working
- Verified all signs are posted (no concealed carry, no smoking, visitor signs, etc.)
- Monthly testing of emergency base stations (year-round)
- Verified AED machines are working properly (year-round)
- Verified emergency red to-go-bags are filled with proper supplies
- Working on coordinating with Principals to plan trainings and drill dates for the 2024-2025 school year

DISTRICT WIDE SECURITY CAMERA UPGRADE PLAN

- 2023-2024 A district-wide assessment of camera needs was conducted
- 2024-2025 Began upgrading cameras at selected schools from many single view cameras to multiview, 2-4 lens:
 - ❖ Geneva High School-40 cameras replaced and 25 added. Increasing viewing area to 200+ views
 - ❖ Geneva Middle School North-Increasing viewing coverage area to 62 views
 - ❖ Geneva Middle School South-Increasing viewing coverage area to 45 views
 - ❖ Harrison Street School- 4 exterior cameras replaced with multiview cameras. This increased the viewing area to 16 views

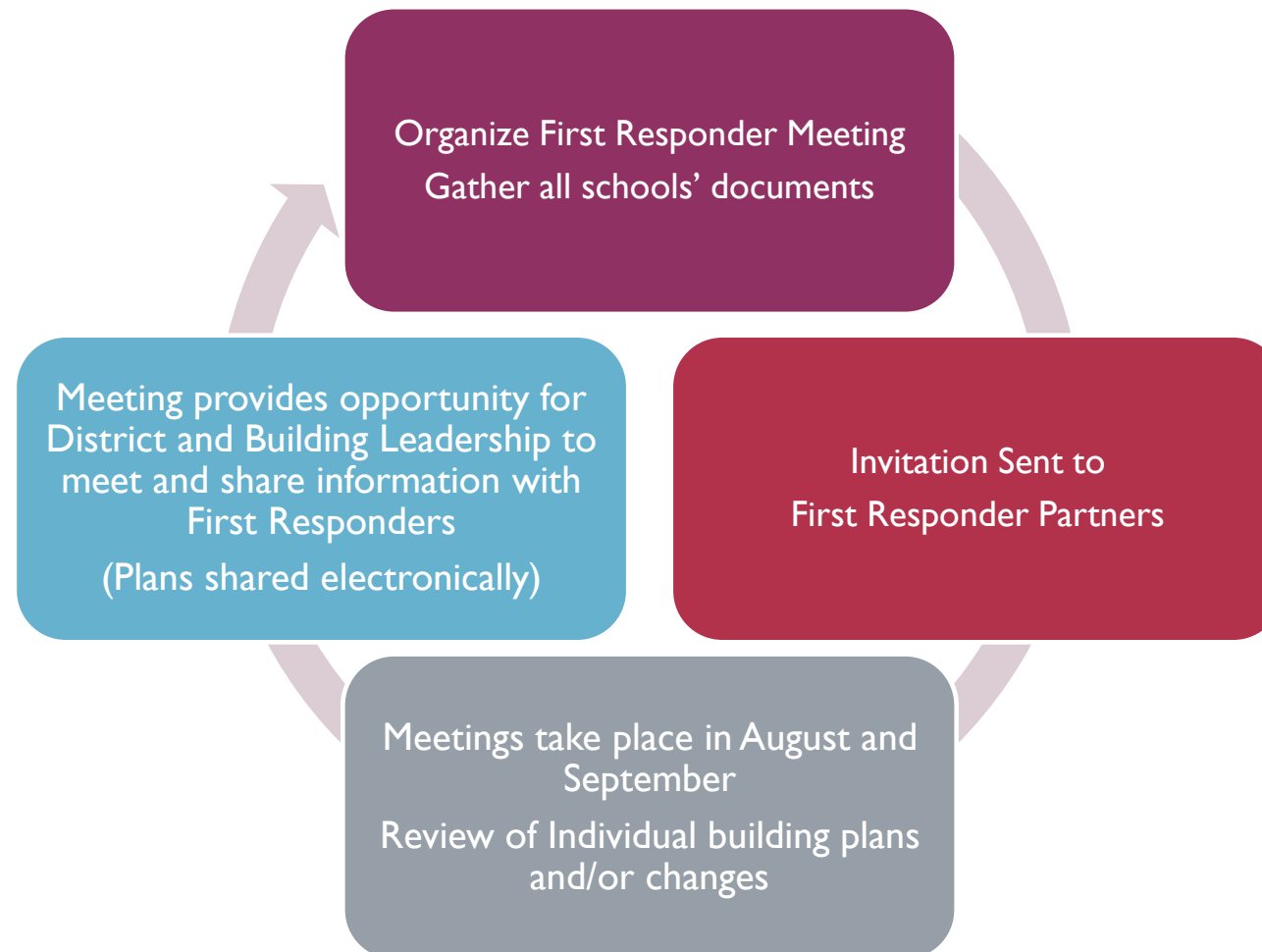
DISTRICT WIDE SECURITY CAMERA UPGRADING PLAN

- 2024-2025 Geneva High School – Substantially Complete
- 2025-2026 Mill Creek, Williamsburg, Heartland
- 2025-2026 Gym and exterior cameras additions at both Middle Schools
- 2026-2027 Western, Fabyan and Central office

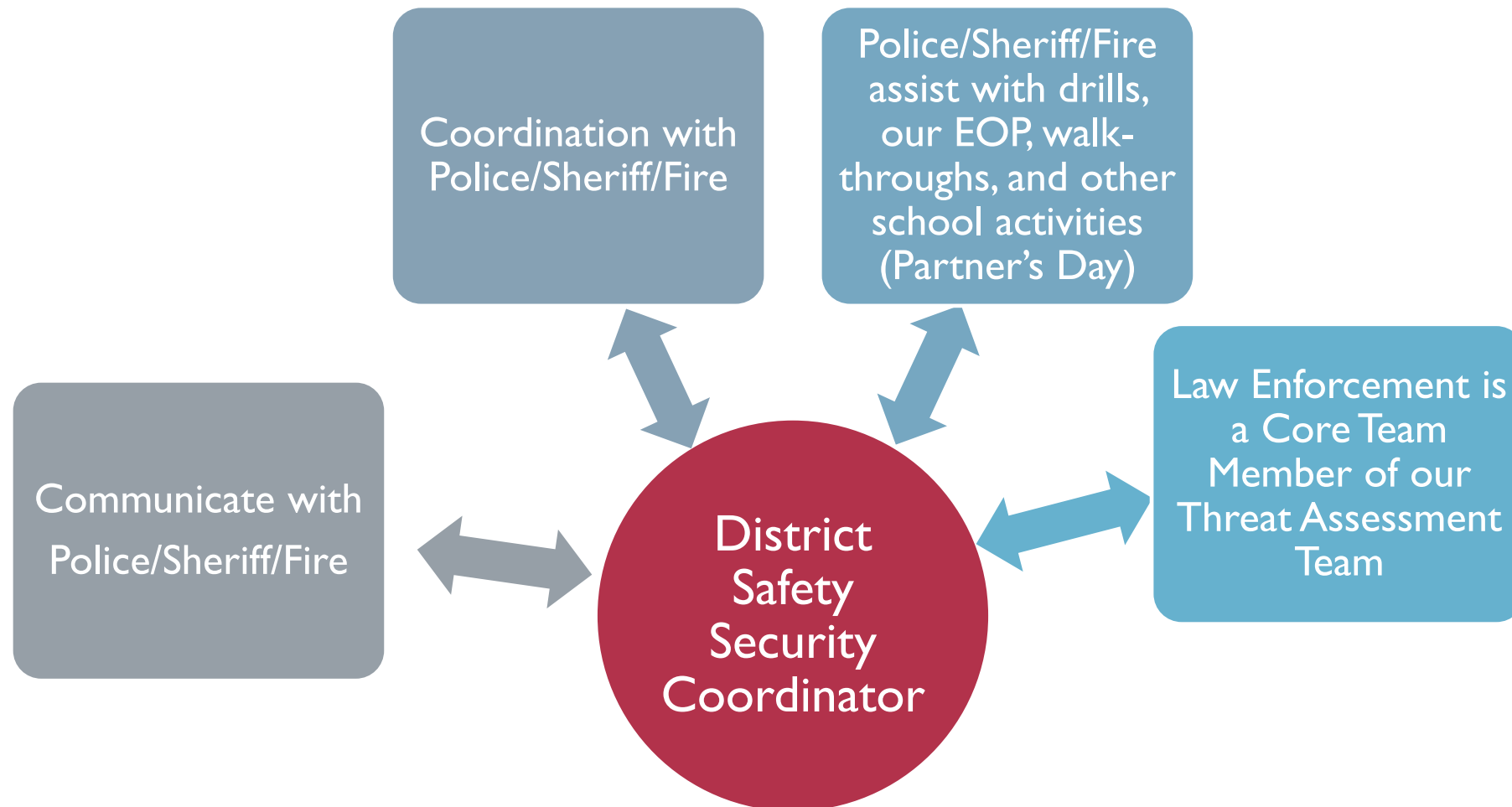
DRILLS & TRAININGS PERFORMED AT EACH BUILDING IN 2024-2025

- All schools executed the six required scheduled drills:
 - (3) Evacuation Drills,
 - (1) Shelter in Place Drill,
 - (1) Bus Evacuation Drill,
 - (1) Law Enforcement Lockdown Drill
- The second year of the School Emergency Response Plan training took place at our parent reunification site
- Schools involved in this year's training included Harrison, Western Ave, Williamsburg
- Per the plan, future trainings and tabletop exercises will reinforce the training that was provided
- Teachers and staff have access to information updates on the Geneva 304 Staff HUB site

ANNUAL REVIEW WITH FIRST RESPONDERS AND SCHOOLS



THE RELATIONSHIP WITH OUR FIRST RESPONDERS IS KEY



I LOVE U GUYS-STANDARD RESPONSE PROTOCOL (SRP)

EN CASO DE EMERGENCIA TOMEN MEDIDAS



HOLD! (¡ESPEREN!) En su salón o área. Despejen los pasillos.

ESTUDIANTES

Permanezcan en el área hasta que se indique que la situación se ha resuelto
Continuar con la actividad rutinaria

ADULTOS

Cierren la puerta y echen la llave
Cuenten a los estudiantes y a los adultos
Continuar con la actividad rutinaria



SECURE! (¡PROTEJAN!)

Vayan adentro. Echen llave a las puertas exteriores.

ESTUDIANTES

Regresen adentro
Continúen con la actividad rutinaria

ADULTOS

Lleven a todas las personas adentro
Echen llave a las puertas exteriores
Mantengan la alerta sobre lo que ocurre en su entorno
Cuenten a los estudiantes y a los adultos
Continúen con la actividad rutinaria



LOCKDOWN! (¡CIERRE DE EMERGENCIA!)

Echen llave, apaguen las luces, escóndanse.

ESTUDIANTES

Desplácese a un lugar donde no se les vea
Guarden silencio
No abran la puerta

ADULTOS

Lleven a las personas en los pasillos a dependencias interiores si es posible hacerlo de forma segura
Echen llave a las puertas interiores
Apaguen las luces
Desplácese a un lugar donde no se les vea
Guarden silencio
No abran la puerta
Prepárense para evadirse o defenderse



EVACUATE! (¡EVACUEN!)

(Es posible que se especifique un lugar determinado)

ESTUDIANTES

Dejen sus cosas donde estén si se les pide que lo hagan
Llévense sus teléfonos
Seguir instrucciones

ADULTOS

Dirijan la evacuación a un lugar determinado
Cuenten a los estudiantes y a los adultos
Avisen si entre los estudiantes o los adultos falta alguien, hay personas de más o hay heridos



SHELTER! (¡BUSCAR RESGUARDO!)

Riesgo y estrategia de seguridad

ESTUDIANTES

Utilizar una estrategia de seguridad adecuada para el peligro

ADULTOS

Dirijan la estrategia de seguridad
Cuenten a los estudiantes y a los adultos
Avisen si entre los estudiantes o los adultos falta alguien, hay personas de más o hay heridos

Riesgo
Tornado
Terremoto
Materiales peligrosos
Tsunami

Estrategia de seguridad
Evacúen a un área resguardada
Agáchense, cúbranse y agárrense
Sellen el salón
Dirijanse a terreno elevado

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard
Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy
Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

UPDATED IDENTIFICATION CARDS

- SHOULD ALWAYS BE WORN BY STAFF
- QUICK REFERENCE IN AN EMERGENCY
- WHAT TO DO RIGHT NOW

STANDARD RESPONSE PROTOCOL



HOLD

In your room or area.
Clear the halls.



SECURE

Get inside.
Lock outside doors.



LOCKDOWN

Locks, lights,
out of sight.



EVACUATE

To the announced
location



SHELTER

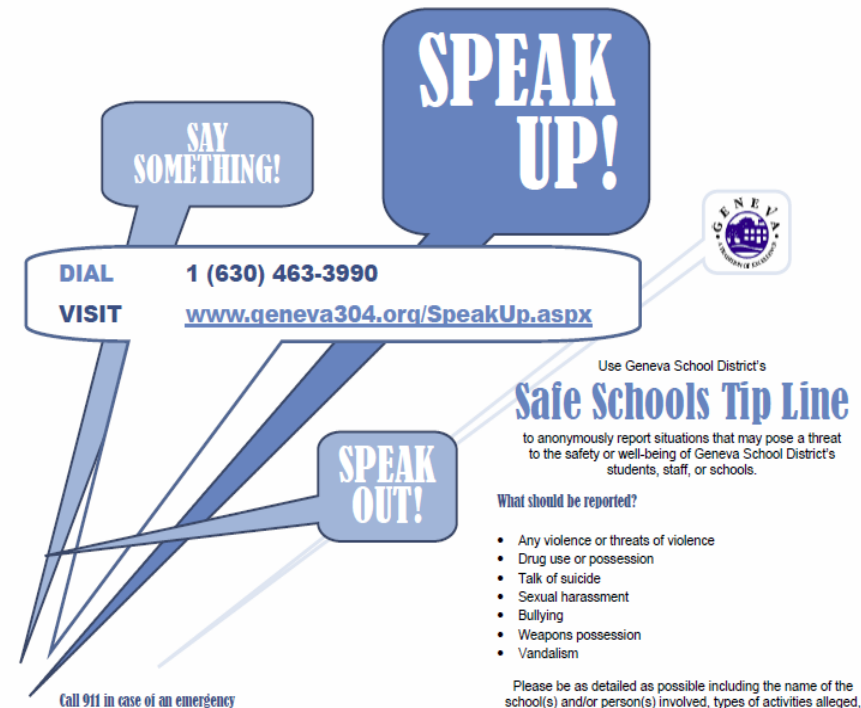
Using the announced
hazard and strategy.

STUDENT/PARENT REUNIFICATION SITES

- The existing “Memorandum of Understanding” is valid through the 2026-2027 school year.
- Individual site plans, at each school, are reviewed annually and updated as needed
- The Principal, First Responders, site representative and the Safety & Security Coordinator work together to update our plans

SAFE SCHOOL TIP-LINE

- The District Wide Tip-Line was established during the 2014-2015 school year
- If you suspect or become aware of anyone planning or acting in any unsafe manner, please let us know. This includes, but is not limited to, the use or possession of drugs, knives, or guns and/or a threat to injure, bully, or assault others.
- Two ways of reporting
- Call 630-463-3990 or
- Go to www.geneva304.org/speakup.aspx
- Each Building's Website has a link to the Tip Line



RAPTOR VISITOR MANAGEMENT SYSTEM

- The Raptor System is an excellent way to manage visitors who are in district buildings
- The system requires an ID card to be scanned into the Raptor System.
- Raptor software compares the visitor's information against the National Sex Offender Data Base and any court orders, order of protections, etc. that parents provide to the schools.
- All buildings are equipped with Raptor equipment and appropriate staff are annually trained on the use of the software.
- Raptor accepts:
 - Driver's Licenses
 - State ID Cards
 - Active Military Cards
 - Passports



RAPTOR VISITOR MANAGEMENT SYSTEM

- Train new staff
- Conduct refresher training with administrative assistants and troubleshoot issues when they arise
- Manage the “Private Alerts” in the system
- Manage general maintenance issues and updates to the system

SECURITY CAMERAS IN THE DISTRICT

- All buildings currently have interior and exterior cameras
- They are used to monitor, prevent, deter, and assist in investigations when incidents occur
- It is my responsibility to make sure that the hardware and software are functioning properly
- When incidents occur, building administrators or myself can look back at the camera footage to try and ascertain if there is any footage that will help aid in the investigation.

REQUIRED DRILLS: OBSERVATIONS AND INVOLVEMENT

■ Observations:

- Teachers are wearing their orange vests and taking their “Emergency Red To-Go Kits”
- Administrators are taking their “Administrator To-go Kit”
- Administrators are ensuring the red and green cards are being used for accountability

■ Involvement by the Safety & Security Coordinator:

- Ensure procedures are being followed
- Ensure alarms and doors are working/closing properly
- Provide feedback to the administrators, faculty and staff

OTHER COMPLIANCE CHECKS THAT ARE CONDUCTED

- All exterior doors are secure during the school day
- All exterior doors are closing properly
- Custodian closets are closed and locked
- Fob readers are functioning properly
- Exterior ground perimeter checks
- Security cameras are working properly
- Background checks are conducted on all contractors
- Visitors are being checked in properly
- District wide Physical Security Assessment was conducted at all our buildings

STAYING UP TO DATE ON SAFETY AND SECURITY BEST PRACTICES

- Member of the School Safety Information Sharing Program through the Statewide Terrorism and Intelligence Center
- Participate in the Kane County Regional Office of Education Safety Team Meetings
- Subscribe to numerous school and campus safety and security newsletters and magazines
- View numerous webinars
- Attend school safety and security conferences
- Network with other professionals that are in similar positions in other districts

TRAINING

IS KEY



COMPLACENCY

OUR WORST ENEMY

Welcome to
"It'll NEVER Happen Here"
U.S.A