

District 90 Safety Plan Review Committee

Addendum to Final Recommendations to the Board of Education

October 11, 2018

The District 90 Safety Plan Review Committee shared final recommendations with the Board of Education on September 17, 2018, targeted at improving the ongoing safety and security of District 90 schools. The Committee's charge was to assess the elements that are already in place, investigate "best practices" in school safety as recommended by reputable school safety entities and experts, and determine appropriate recommendations that will markedly improve safety considerations within our schools.

At the request of the Board of Education, this addendum is intended to bifurcate the Committee's recommendations into those items that will require Board of Education approval, and those that will be able to be implemented administratively. Each recommendation will also include an indication of the subcommittee in which it originated. The subcommittees will be indicated as follows:

- Campus Security and Strategies (CSS)
- Emotional Well-Being (EWB)
- Plans and Procedures (PP)

Recommendations Requiring Board of Education Approval

The following recommendations require approval from the Board of Education because of their anticipated cost, the specific impact that their implementation may have on existing policies, or because they require employment approval.

1. **Interior Door Locks** – We recommend changing all door interior keysets to manual push button locks. In addition, we recommend that staff be required to have their door keys on their person at all times. (CSS)
2. **Communication Devices** – We recommend the installation of new public address systems in Lincoln and Willard Schools. We also recommend placing the two new systems as well as the existing Roosevelt system on their respective school backup generators. We also recommend having a secondary location for the systems in each building to allow for emergency access. Finally, we recommend stricter adherence on staff use of two-way radios to those previously assigned (i.e. Physical Education, Lunch Supervision, Recess Monitoring, Nurses). (CSS)
3. **Shared elementary social worker** – We recommend the employment of an additional 1.0 FTE shared, elementary social worker. The District is very fortunate to have an excellent social work team in place. However, the proliferation of social work needs at the elementary level has been

significant, and additional staff is necessary to provide the targeted services that can help prevent or minimize subsequent mental health issues as students grow older. (EWB)

4. **Visitor Control** – We recommend that, to ensure visitor control, all visitors must enter main office and produce and turn over any form of identification, in addition to signing into a log in order to receive a visitor badge and enter the building. The visitor will be required to sign out upon leaving the building to return the visitor badge and get the identification returned. (PP)
5. **Exterior door monitoring** - We recommend instituting a no-propping of doors practice on all exterior doors at all times. In addition, we recommend that the practice of toggling-open door panic bars be eliminated at all times. We also recommend designating only one entrance (preferably the main) for visitors at all times. This includes parent/teacher conferences, open houses and all evening events. Finally, we recommend adding a door monitoring temporary position for all evening events, where needed. (PP)

Recommendations for Administrative Implementation

The following recommendations will not require approval from the Board of Education because their anticipated cost will be limited, or because they can be implemented through a change in administrative procedures or protocols.

1. **Signage** – We recommend that all undesignated exterior entries be locked at all times and have a sign that reads “**All Visitors Report to Main Entrance, Door #X**”. We also recommend upgrading interior room signage and room windows with durable and consistent signs (with Braille). We also recommend re-numbering Willard rooms with a logical sequence. Finally, we recommend adding signage to the Lincoln and Willard parking lots that reads “**No Student Drop-off or Pick-Up**” to reduce pedestrian/car interaction as well as unidentified cars in the lots. (CSS)
2. **Surveillance** – We recommend increasing the number of interior and exterior surveillance cameras for not only monitoring before an incident, but during and after (using recordings) an incident. Finally, we recommend granting full access of surveillance cameras to Village of River Forest first responders. Currently, they only have limited access. (CSS)
3. **Lighting** – We recommend assessing the exterior lighting coverage at Lincoln and Willard Schools and upgrading to LED exterior lighting (CSS)
4. **Behavioral Threat Assessment Team** – We recommend implementing Behavioral Threat Assessment Teams at each school in the District. Though the teams would be implemented differently based upon the needs of each school, the behavioral threat assessment team model convenes individuals from diverse roles to hear concerns, review relevant information, and consider strategies to meet the needs of individuals who are experiencing stressors or crisis in a proactive manner. (EWB)
5. **Continue use of SUPPORT4U** - We recommend providing consistent support and advertising for the SUPPORT4U text-a-tip line that went live for the first time in May 2018. With the leadership

and assistance from the Townships and several local mental health entities, Districts 200, 97, and 90 provided substantial marketing to bring this service to the attention of all students and families in the Oak Park and River Forest communities. As an anonymous and confidential support resource, this system offers a valuable mental health service that should be advertised broadly. (EWB)

6. **Ongoing, targeted professional development** - We recommend instituting a system of ongoing, targeted professional development for staff regarding mental health related topics. While professional development time is already at a premium, this recommendation is essential to keep student mental health needs in the fore. If this recommendation is adopted, the District 90 social work team would be asked to identify those areas in which increased awareness may be most vital. The professional training/supports would be integrated as part of the larger staff development program. (EWB)
7. **Improve procedural clarity and consistency** - We recommend improved uniformity in the way that procedures and systems are implemented throughout the District. As children progress from the elementary schools to the middle school, and since substitutes and D90 staff travel between all 3 D90 buildings, we think it is important that all D90 schools follow common, consistent procedures. Specific examples/recommendations are referenced in Appendix C (Confidential). (PP)
8. **Review communications processes during emergencies** – We recommend that communications systems be updated, and that additional processes be implemented in the interim to ensure the ability of all staff to report emergencies. Additionally, communications plans for administrators and families must be made as efficient and straightforward as possible. Any existing protocols with areas of ambiguity must be reviewed and clarified. Specific examples/recommendations are referenced in Appendix C (Confidential). (PP)
9. **Update classroom, office and nurse resources** – We recommend that all resources be reviewed for relevance and functionality, specifically emergency reference flip charts, emergency envelopes, and first aid supply backpacks. The updated guides and materials must reflect best practice, be readily available in the case of emergency, and updated on a regular basis. Specific examples/recommendations are referenced in Appendix C (Confidential). (PP)
10. **Bolster current security practices and routines** – We recommend that all staff be required to wear District 90 identification when school is in session, and that staff is trained to never allow potential access by unauthorized personnel or visitors. Specific examples/recommendations are referenced in Appendix C (Confidential). (PP)
11. **Refine and clarify emergency drill protocols** – We recommend a full audit of all emergency drill protocols and practices. Current protocols specifying particular responses for various emergency scenarios should be fully reviewed to ensure that they reflect best practices. Key elements include, but not limited to, off-site evacuations, emergencies occurring at unusual times during the school day, response protocols during concurrent emergency situations, and essential communications considerations. Specific examples/recommendations are referenced in Appendix C (Confidential). (PP)