



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

Board of Education Meeting

December 8th, 2014





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

Table of Contents

Introduction

Geneva High School

Geneva Middle School North

Geneva Middle School South

Harrison Street Elementary School

Western Avenue Elementary School

Mill Creek Elementary School

Heartland Elementary School

Williamsburg Elementary School

Fabyan Elementary School

Summary of Costs



Geneva Community Unit School District #304

Operations and Maintenance-Security

7 Year Capital Improvement Plans

Introduction

This report analyzes the existing facilities as it relates to safety and security. The projection is based on a seven year 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 7 year 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 fall of 2013, the District hired Arcon Architects to perform a security audit on the exterior and interior of the school. To keep our students and staff safe we are including many of Arcon's recommendations for approval. During the summer of 2014, the front entrance of the Geneva High School was renovated and now has a secure, controlled entry point for visitors to enter through. In addition to the newly constructed entryway, visitors are now checked in using Raptor Visitor Management System which screens all visitors entering the building against the national sex offender data base along with cross checking any court orders that the school has manually entered. This project was funded through the IEMA School Safety Grant. The district was awarded \$54,630.00. Another project completed over the summer of 2014 was the replacement of the exterior doors at Center Street. These standard aluminum doors were replaced with industrial strengths doors that are more suitable for high traffic flow areas.

Another project being partially funded by the IEMA School Safety grant is the **security film** at the primary entrance of the Geneva High School. The district was awarded \$12,000 for security film. This project along with adding security film to all grade level windows at the high school was approved by the Board of Education on September 22, 2014. The project is to be completed by July 1, 2015.

Recommended upcoming security projects in the Capital Improvement Plan over the next seven years include the following: It is recommended that a **panic button** is installed in the main office. The panic button would have a direct link to 911 so that police would be immediately dispatched. Another project recommended for completion 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 is 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 so that teachers do not have to exit their classrooms to lock their doors during a hard lockdown situation.

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. This will reduce unauthorized access to the mechanical room. 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 individuals are alerted when doors do not latch so that they are given prompt attention to avoid potential criminal activity from occurring within the building.



Access Control

Reduce access risk to mechanical room.

Replace grade level glazing with translucent panel system.



Access Control

Cover vertical piping with sheet metal to inhibit climbing and prevent roof access.

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. The system was well received and it was determined that the district would continue implementing the system throughout the district. Also in the spring of 2014, the District continued to utilize Arcon Architects to perform a security audit on the exterior and interior of the school. To keep our students and staff safe we are including many of Arcon's recommendations for approval. Over the summer of 2014, exterior security cameras were installed in strategic areas around the building. The purposes of the cameras are to monitor, prevent, deter, and to assist with investigations when incidents occur.

In June of 2014, the District was awarded the IEMA School Safety Grant. The grant provided funding for **security film** to be applied to the windows and doors to the primary entrance of Geneva Middle School-North. The district was awarded \$9,600.00 for this project. The Board of Education approved this project on September 22, 2014 and it is to be completed by July 1, 2015.

Recommended upcoming security projects in the Capital Improvement Plan over the next seven years include the following: It is recommended that a **panic button** is installed in the main office. The panic button would have a direct link to 911 so that police would be immediately dispatched. Another project recommended for completion are putting **vision obstructing panels 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 is 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 so that teachers do not have to exit their classrooms to lock their doors during a hard lockdown situation.

During the security assessment 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 with investigations when incidents occur. Like the other buildings, as a preventative measure additional **door contacts** should be installed to exterior doors so that individuals are alerted when doors do not latch so that they are given prompt attention to avoid potential criminal activity from occurring within the building. Lastly, **traffic bollards** were recommended to be added in front of the building to provide protection to both our students and staff along with the building.



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



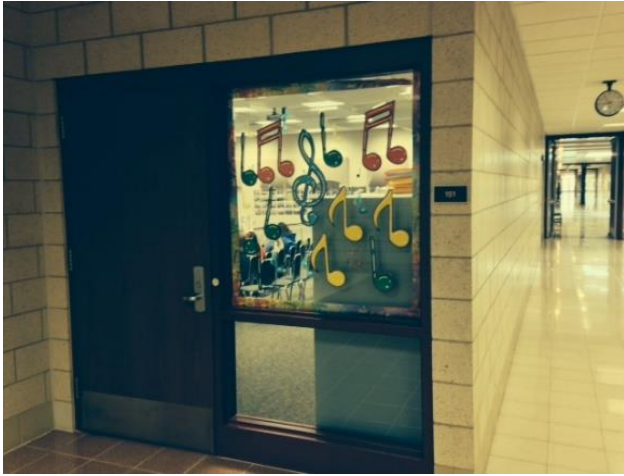
Geneva Middle School South Building Summary

In the spring of 2014, the District continued to utilize Arcon Architects to perform a security audit on the exterior and interior of the school. To keep our students and staff safe we are including many of Arcon's recommendations for approval. Over the summer of 2014, exterior security cameras were installed in strategic areas around the building. The purposes of the cameras are to monitor, prevent, deter, and to assist with investigations when incidents occur.

In June of 2014, the District was awarded the IEMA School Safety Grant. The grant provided funding for **security film** to be applied to the windows and doors to the primary entrance of Geneva Middle School-South. The district was awarded \$9,600.00 for this project. The Board of Education approved this project on September 22, 2014 and it is to be completed by July 1, 2015.

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 should be installed in the physical education hallway. This will provide a mechanism to secure and separate this athletic wing from the academic wing with after school events. It is recommended that a **panic button** is installed in the main office. The panic button would have a direct link to 911 so that police would be immediately dispatched. 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 when a hard lockdown protocol has been implemented. Another similar area of concern is 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 lock mechanism** needs to be added to this style of door so that teachers do not have to exit their classrooms to lock their doors during a hard lockdown situation.

During the security assessment 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 individuals are alerted when doors do not latch so that they are given prompt attention to avoid potential criminal activity from occurring within the building. Lastly, **traffic bollards** were recommended to be added in front of the building to provide protection to both our students and staff along with the building.



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

Security cameras were installed summer 2014 in strategic areas of the building.

In June of 2014, the District was awarded the IEMA School Safety Grant. The grant provided funding for **security film** to be applied to the windows and doors to the primary entrance of Harrison. The district was awarded \$9,760.00 for this project. The Board of Education approved this project on September 22, 2014 and it is to be completed by July 1, 2015.

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 individuals are alerted when doors do not latch so that they are given prompt attention to avoid potential criminal activity from occurring within the building.

As for other security recommendations for the capital improvement plan, the district is waiting for the security assessment that will be conducted by DLA Architects. After this security assessment is completed, we will utilize their recommendations to move forward with future projects.



Access Control

Cover vertical piping and wiring with sheet metal this will inhibit climbing and prevent roof access.

Western Avenue Elementary School



Western Avenue Elementary School Building Summary

Security cameras were installed summer 2014 in strategic locations at the building.

A blacktop fire lane was installed the summer of 2014 stretching along the east side of the building that would assist in the snow removal and access for First Responders.

In June of 2014, the District was awarded the IEMA School Safety Grant. The grant provided funding for **security film** to be applied to the windows and doors to the primary entrance of Western. The district was awarded \$7,900.00 for this project. The Board of Education approved this project on September 22, 2014 and it is to be completed by July 1, 2015.

As for other security recommendations for the capital improvement plan, the district is waiting for the security assessment that will be conducted by DLA Architects. After this security assessment is completed, we will utilize their recommendations to move forward with future projects.

Mill Creek Elementary School



Mill Creek Elementary School Building Summary

Security cameras were installed summer 2014 in the building.

In June of 2014, the District was awarded the IEMA School Safety Grant. The grant provided funding for **security film** to be applied to the windows and doors to the primary entrance of Mill Creek. The district was awarded \$7,240.00 for this project. The Board of Education approved this project on September 22, 2014 and it is to be completed by July 1, 2015.

As a preventative measure additional **door contacts** should be installed to exterior doors so that individuals are alerted when doors do not latch so that they are given prompt attention to avoid potential criminal activity from occurring within the building.

As for other security recommendations for the capital improvement plan, the district is waiting for the security assessment that will be conducted by DLA Architects. After this security assessment is completed, we will utilize their recommendations to move forward with future projects.

Heartland Elementary School



Heartland Elementary School Building Summary

Security cameras were installed summer 2014 in strategic locations.

In June of 2014, the District was awarded the IEMA School Safety Grant. The grant provided funding for **security film** to be applied to the windows and doors to the primary entrance of Heartland. The district was awarded \$5,100.00 for this project. The Board of Education approved this project on September 22, 2014 and it is to be completed by July 1, 2015.

As a preventative measure additional **door contacts** should be installed to exterior doors so that individuals are alerted when doors do not latch so that they are given prompt attention to avoid potential criminal activity from occurring within the building.

As for other security recommendations for the capital improvement plan, the district is waiting for the security assessment that will be conducted by DLA Architects. After this security assessment is completed, we will utilize their recommendations to move forward with future projects.

Williamsburg Elementary School



Williamsburg Elementary School Building Summary

Security cameras were installed summer 2014 at the building in strategic locations.

In June of 2014, the District was awarded the IEMA School Safety Grant. The grant provided funding for **security film** to be applied to the windows and doors to the primary entrance of Williamsburg. The district was awarded \$5,860.00 for this project. The Board of Education approved this project on September 22, 2014 and it is to be completed by July 1, 2015.

To enhance security, **roof access panels** need to be installed to prevent vandalism and easy access to the roof. To further protect our assets and prevent criminal activity additional **exterior security cameras** are needed. These cameras will assist in monitoring, deterring, and investigating when incidents occur.

As a preventative measure additional **door contacts** should be installed to exterior doors so that individuals are alerted when doors do not latch so that they are given prompt attention to avoid potential criminal activity from occurring within the building.

As for other security recommendations for the capital improvement plan, the district is waiting for the security assessment that will be conducted by DLA Architects. After this security assessment is completed, we will utilize their recommendations to move forward with future projects.



Roof Access Panel

Install security access panels to stop easy access to roof.

Fabyan Elementary School



Fabyan Elementary School Building Summary

Over the 2014 summer, security cameras were installed in strategic areas.

In June of 2014, the District was awarded the IEMA School Safety Grant. The grant provided funding for **security film** to be applied to the windows and doors to the primary entrance of Fabyan Elementary School. The district was awarded \$6,360.00 for this project. The Board of Education approved this project on September 22, 2014 and it is to be completed by July 1, 2015.

To further protect our assets and prevent criminal activity additional **exterior security cameras** are needed. These cameras will assist in monitoring, deterring, and investigating when incidents occur.

As for other security recommendations for the capital improvement plan, the district is waiting for the security assessment that will be conducted by DLA Architects. After this security assessment is completed, we will utilize their recommendations to move forward with future projects.

Completed Capital Improvement Plan Projects

2014-15

Project	Budget	Cost	Variance
GHS Center Street Doors and Renovation of Front Entrance	\$235,000	\$163,400	-\$71,600
District Wide Window Film	\$60,000	\$101,110	\$41,110
Raptor Visitor Management System	\$5,000	\$3,338	-1,662
SUB-TOTALS	\$300,000	\$267,848	-\$32,152
Monies Reimbursed	IEMA Grant - GHS Entrance	\$56,730	\$130,150
	IEMA Grant – Window Film	\$73,420	
FINAL TOTALS	\$300,000	\$137,698	\$162,302 Under Budget

Capital Improvement Plan Projects

2015-16

20E 300 2540 5110

GHS

Panic Button-Main Office	\$ 7,500.00 (Range of \$2,000 to \$7,500)
Vision Obstructing Panels	\$ 6,900.00
Panic Locking Mechanism	<u>\$ 4,000.00</u>

SUBTOTAL	\$18,400.00
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20E 500 2540 5110

GMSN	Vision Obstructing Panels	\$ 1,500.00
	Interior Locking Mechanism	\$ 17,000.00
	Security Cameras	\$ 14,500.00

GMSS	Access Control	\$ 13,200.00
	Vision Obstructing Panels	\$ 3,900.00
	Interior Locking Mechanism	\$ 9,000.00

WES	Exterior Security Cameras	<u>\$ 5,800.00</u>
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SUBTOTAL	\$64,900.00
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300	\$18,400.00
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500	<u>\$64,900.00</u>
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TOTAL	\$83,300.00
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7 Year Capital Improvement Timeline – Security Projects

