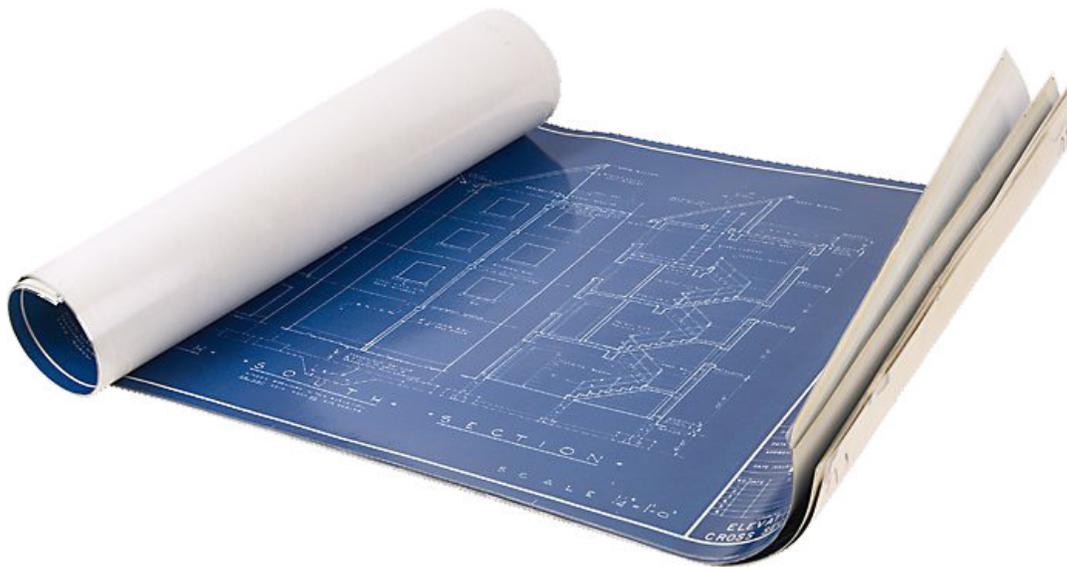


Campus Safety Blueprint

Tips and strategies to roll-out or refine a safety and security program within your school district.



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Contents

SAFETY AND SECURITY FAULT LINES3

FACILITY AND SECURITY AUDIT.....4

CRISIS MANAGEMENT5

ACCESS CONTROL.....6

ENVIRONMENTAL MONITORING7

SYSTEM INTEGRATION8

SAFE SCHOOL NEEDS ASSESSMENT9

PUTTING THE PLAN IN PLACE10

ABOUT ICON11

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Safety and Security Fault Lines

Proactively implementing a campus safety strategy that helps prevent the loss of property and instructional time while improving safety and security is a measure every school should exercise as an ongoing process. While campus safety is top of mind for many administrators, there is no guarantee that a school will ever be completely safe. The best plans are developed collaboratively with parents, students, educators, law enforcement and other members of the community. This document will help guide you through the process of developing, reviewing and refining an assessment-based school safety plan.

Goals

1. Anticipate and prevent incidents.
2. Improve response to and management of a crisis situation.
3. Manage the aftermath of a crisis.

Many campuses are not prepared to respond to a disruptive event and do not have systems in place to automatically alert stakeholders of a situation in progress. Typically, inefficient manual processes are used to alert staff, students and parents. Using technology to automate your current processes and systems to operate as one cohesive, integrated system with centralized management, monitoring and alerting is a core foundational piece when building your campus safety strategy. A great place to start is identifying manual processes and “siloes” systems that can act as a drag on efficiency. This will help in eliminating some common fault points and allow you to allocate resources more effectively.

Questions to Ask

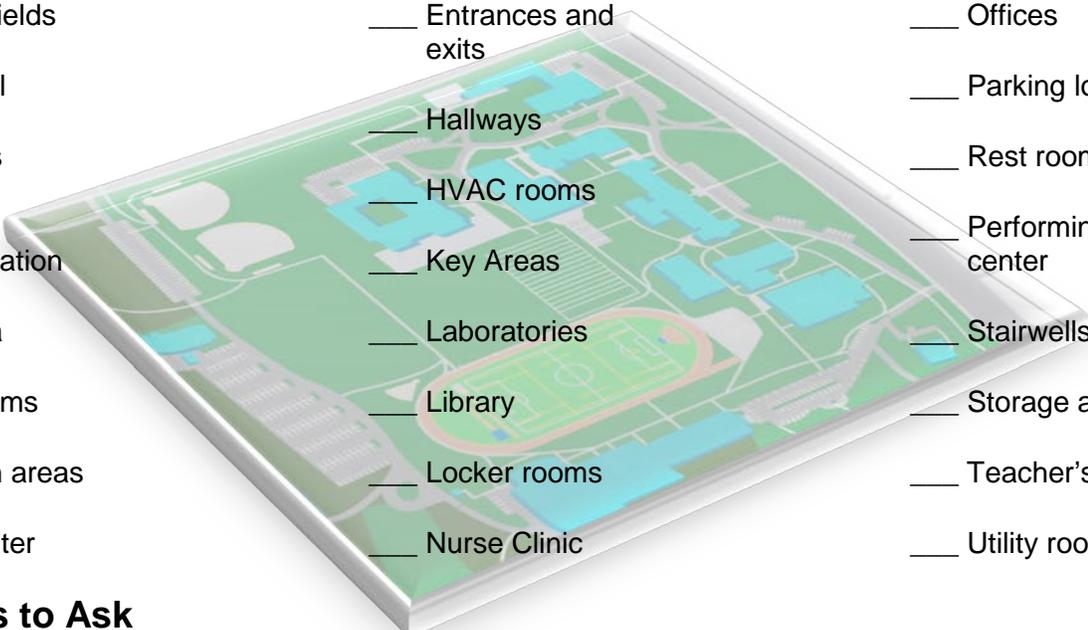
1. Who is responsible for drafting, administering and maintaining your campus safety plan?
2. Does your plan align with recommendations from your state’s department of education?
3. Is there currently an active dialog about campus safety with parents, students, school administrators, civic leaders and local law enforcement?
4. Were there incidents in the past that have put a campus or school at risk and if so, how did you respond and what lessons were learned from the experience?



Facility and Security Audit

The first step in defining a comprehensive safety plan is to conduct a systematic review of the entire campus. Ideally, this is a district-wide review with details covering the unique nuances of an individual campus or building. The goal of the audit is to reveal areas of concern and ensure that the entire campus is included in the safety plan.

- | | | |
|---|--|---|
| <input type="checkbox"/> Athletic fields | <input type="checkbox"/> Entrances and exits | <input type="checkbox"/> Offices |
| <input type="checkbox"/> Band hall | <input type="checkbox"/> Hallways | <input type="checkbox"/> Parking lots |
| <input type="checkbox"/> Buildings | <input type="checkbox"/> HVAC rooms | <input type="checkbox"/> Rest rooms |
| <input type="checkbox"/> Buses / transportation | <input type="checkbox"/> Key Areas | <input type="checkbox"/> Performing arts center |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Laboratories | <input type="checkbox"/> Stairwells |
| <input type="checkbox"/> Classrooms | <input type="checkbox"/> Library | <input type="checkbox"/> Storage areas |
| <input type="checkbox"/> Common areas | <input type="checkbox"/> Locker rooms | <input type="checkbox"/> Teacher's lounge |
| <input type="checkbox"/> Data center | <input type="checkbox"/> Nurse Clinic | <input type="checkbox"/> Utility rooms |



Questions to Ask

1. Are each of these areas included and accounted for in the security plan?
2. How do you communicate with each of these areas in the event of an emergency?
3. Which of these areas are the most susceptible to a breach?
4. Which of these areas have a need for access control?
5. Are there other areas of concern or consideration?

Crisis Management

A comprehensive crisis management plan includes procedures for handling emergencies both during and in the aftermath of an event. Precautions should be taken to ensure the appropriate personnel have a detailed understanding of their roles and responsibilities during an event. Your plan should include a well-defined response for each of these types of events.

- Active Shooter
- Bomb Threat
- Chemical spill
- Fire
- HVAC malfunction
- Illness/epidemic
- Intruder
- Loss of power
- Mass disturbance
- Natural Disaster
- Robbery
- Theft
- Threat in community
- Vandalism
- Violence
- Weapons
- Weather event

For each of these it is important to have a set of emergency notification and evacuation procedures. It is also important to ensure these procedures are well-documented and periodically drilled in order to measure the effectiveness of your safety plan.

Questions to Ask

1. Are emergency plans coordinated with police, fire and medical?
2. How are safety procedures activated and by whom?
3. Is technology in place to help automate both on and off-site notification and response during an emergency situation?
4. Have you established an evacuation plan with situational alternatives?
5. How are personnel and students accounted for during a crisis?



Access Control

One of the most effective ways to reduce the likelihood of an incident or problem is by securing and actively monitoring areas of ingress / egress. During this evaluation pay particular attention to whom and when access is allowed by area. The best plans incorporate vigilance of staff and students augmented by monitoring technology. Types of security to consider include:

- Alarm systems
- Badging (Student, staff, visitor ID cards)
- Video surveillance
- Motion and environmental sensors
- Door and window sensors
- Motion activated lighting
- Parking lot monitoring

An effective plan minimizes the number of campus entrance and exit points used. These should be supervised and monitored around the clock. Vehicular access should also be controlled and parking lots monitored. Finally, access to service docks, utilities, roofs and closets should be secured when not in use.

Questions to Ask

1. How long does it take to secure your campus?
2. Do you have a badging system to clearly identify students, staff and guests?
3. Does this system include background checks for guests?
4. Are entrances and exits to the campus and buildings continuously monitored and supervised?
5. In the event of an emergency, is there a procedure in place to secure the building and confirm that students and staff are safe?



Environmental Monitoring

Most districts have some form of a school safety strategy in place. However, most do not have a clear plan in place to be alerted of an unexpected environmental disaster. This important consideration is often overlooked or deemed not affordable. There are many types of sensors available and ways to incorporate these sensors into your campus safety plan.

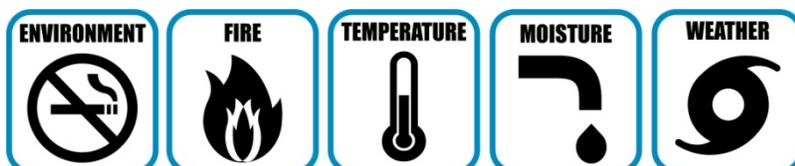
- Environmental Monitoring – temperature, water, humidity, smoke, flame, glass break.
- Integration with environmental & security control systems already in place.
- Security Monitoring – doors, windows, closets, storage areas.

In the event a problem is detected by one of these sensors, alerts detailing the situation can be delivered via voice, text, broadcast and more.

- Emergency Alerts – automatically inform security teams, maintenance staff or other key stake holders when a sensor is triggered.
- Broadcast Notification – send ad hoc, scheduled or responsive messages and alerts to staff, students, parents, community, etc.

Questions to Ask

1. What is the impact if a pipe bursts overnight and water damage occurs to critical systems in your equipment closet?
2. How much will it cost in spoilage if a food storage refrigerator in the cafeteria malfunctions over the weekend?
3. If your telephone system or computers were down for one or more days due to an environmental disaster how will you communicate with students, staff and administrative staff?



System Integration

Many school districts have multiple systems that provide security, environmental monitoring, video surveillance, communications and notification. Each one of these systems may have its own alarming and reporting applications which creates several different and complex reporting silos district-wide. Integrating video surveillance systems, access control systems, environmental triggers, E911, lock down events and mass alert notification under one centralized management tool will unify existing systems and result in a well-orchestrated and automated alerting platform that quickly alerts key people such as first responders and staff. Opportunities for system integration include:

- Access Control
- Alarm Panels
- E911
- Fire Panels



- Intercom, Public Address and Clock Systems
- Lockdown
- Telephone Systems
- Video Surveillance

Questions to Ask

1. Are there alarm and notification systems in place in your district that operate and report independently?
2. Would it be helpful to have immediate, local alerting on campus at the same time that third party alerting occurs?
3. If you could have one management platform watching for alarms from all of your systems and intelligently distributing alerts to key people on multiple devices would your emergency alerting be timelier?



Safe School Needs Assessment

Review each of the items listed below and determine the need for enhancement using a scale of 1 – 3 with 1 = Most Prepared, 2 = Moderate Need for Enhancement, 3 = Needs Improvement

- | | | |
|---|---|--|
| <input type="checkbox"/> Access control | <input type="checkbox"/> Fire alarm system | <input type="checkbox"/> School / police partnership |
| <input type="checkbox"/> Background checks | <input type="checkbox"/> Hall / corridor monitoring | <input type="checkbox"/> School lockdown |
| <input type="checkbox"/> Badging system | <input type="checkbox"/> ID Cards | <input type="checkbox"/> School resource officers |
| <input type="checkbox"/> Building evacuation plan | <input type="checkbox"/> Incident reporting | <input type="checkbox"/> Security alarm system |
| <input type="checkbox"/> Building ID signs | <input type="checkbox"/> Intercom, radio, cell phones | <input type="checkbox"/> Security lighting |
| <input type="checkbox"/> Campus alerts | <input type="checkbox"/> Locks / security system | <input type="checkbox"/> Social media / SMS alerting |
| <input type="checkbox"/> Community awareness | <input type="checkbox"/> Mass notification system | <input type="checkbox"/> Staff training |
| <input type="checkbox"/> Compliance with federal and state law | <input type="checkbox"/> Motion sensors | <input type="checkbox"/> Student safety drills |
| <input type="checkbox"/> Crisis management plan | <input type="checkbox"/> Network access | <input type="checkbox"/> Transportation security |
| <input type="checkbox"/> District Alerts (students, parents, community) | <input type="checkbox"/> Panic buttons | <input type="checkbox"/> Video surveillance |
| <input type="checkbox"/> Badging system | <input type="checkbox"/> Parking lot security | <input type="checkbox"/> Visitor screening / access |
| <input type="checkbox"/> E911 | <input type="checkbox"/> Phone system | |



Putting the Plan in Place

Once your safety plan is documented, use the strategies listed below to put your plan into practice.

1. Make school safety part of your education agenda and routinely review and practice your emergency preparedness procedures.
2. Develop a district wide plan as well as a campus-specific plan based on the types of crisis identified during the evaluation.
3. Establish a district-wide system for administrators, educators, students and parents to report incidents.
4. Build a public relations team to promote awareness of the school safety plan to the community and ensure that you have a way to communicate emergencies to nearby stakeholders.
5. Initiate programs to promote the safe school initiative among your students and educators.
6. Get your local community stakeholders including law enforcement, area businesses and parent groups involved to help with fundraising. Consider city, county, state, federal and private foundation groups for possible grant funding.



About ICON

ICON, a Texas-based company, is a leading-edge provider of communications systems, network infrastructure equipment and hosted services specializing in monitoring, alerting, voice, video, and mobility. We provide our customers highly reliable systems and applications that integrate voice processing with other facility monitoring and notification systems, providing a single office automation solution engineered from the core. For more information and assistance with your safe campus initiative visit www.iconcloud.com, call us at 972-929-9100 or email to sales@iconvn.com.



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