

Overview of Building Security Procedures & Arrival and Departure Procedures

Building Security

General Building Security Procedures

REAMS has outside building security procedures in place that are electronically controlled. Staff must use key fobs to enter the building. Inside of the building, security is managed primarily by the building custodial staff and secretaries in the front office, however all staff exercise some responsibility in security with their management of opening locked areas, securing keys and fobs, and wearing Rockford Schools identification badges. The custodial staff is responsible for maintaining locked areas within the school building and monitoring the outside doors to ensure none are propped, tampered with, or in disrepair.

At REAMS, all outside doors remain locked from the outside most of the day, with the exception of the front office (Door 1) which is open all day, but only allows guests entry to the front office. Once the front office closes for the day (4:00PM), the inside door in the corridor at Door 1 is unlocked allowing access to the school building for afternoon and evening activities. The other exception is the bus loading doors (Door 35) that are unlocked during student drop off and pick up times.

Security within the building itself is in place for the purposes of area control and emergencies. Locked doors ensure that no unsupervised students are able to enter the areas. Custodians lock outside office doors, the cafeteria, mechanical, and media center doors, as well as any area that is unlocked for cleaning or maintenance work. Inside of the building, teachers are responsible for maintaining security in their classrooms by locking the door when they go to lunch or are going to be gone for an extended period of time.

All staff at REAMS holds a general responsibility to report any security breaches, locks or doors that are in disrepair, or anything that could jeopardize the safety of students or staff.

Emergency Procedures

REAMS has a thorough response system in place related to any possible emergency situation. These procedures are detailed in a red binder that is kept in every teacher's classroom. Updates and additions to the binder are handed out in a timely manner. Procedures include: Assault, Bomb Threat, Bus Accident, Chemical/Biological Threats, Demonstration, Evacuation/Relocation, Fight/Disturbance, Fire, Hazardous Materials/Gas Odor, Hostage, Intruder, Lock-Down Procedures, Medical Emergency, Radiological Incident, Serious Injury/Death, Sheltering Procedures, Shooting, Suicide, Weapons, Weather, and Media. There is a section detailing staff responsibilities as well as a section on post-crisis interventions.

Summary and Recommendations

I am quite impressed with the thoroughness of the security procedures that REAMS has outlined. The Emergency Procedures are completely explained in the Red Binder in each teacher's possession. My one suggestion in this area would be to have a description like the summary I have written above related to the security procedure in the Emergency Binder. I had to ask around to gather all of the information on the security procedures. Having it in the binder would ensure that all staff understand their responsibilities in that area.

Drop off & Pick Up Procedures

There are two arrival and departure areas at REAMS: the front office entrance (Door 1) and the commons area entrance (Door 31).

Door 1: Front Office

This area of the school is reserved for parent drop off in the morning. In the afternoon, this area is used for out of district buses. Parents picking up students must park in the parking lot and enter the school to meet their children. Procedures for drop offs are thoroughly outlined in the documentation available to parents when children enroll in the school. There are always copies available in the main office as well. In the morning, there is an adult crossing guard and two student guards controlling traffic. At the end of the day, there is a minimum of four teachers monitoring the bus loading in the area.

Door 31: Commons Area

Students riding buses arrive through these doors in the morning. There are four teacher monitors in the bus area in the morning. In the afternoon, students riding in district buses leave via these doors at the end of the day. All classroom teachers accompany their students to this bus area at the end of the school day.

Summary and Recommendations

Overall the transportation areas of REAMS are well planned and adequately monitored. The one recommendation I have related to these procedures is that at the end of the day, a teacher or staff member be in the hallway between the Commons area where teachers leave their out of district student and Door 31. After observing these areas at the end of the day, a young student could easily wander down the preschool hallway instead of exiting to his or her bus. This area is also pretty congested with parents, so monitoring students heading to buses to ensure they make it out before buses leave, would be a positive step.