

**INFORMATION ITEM**

**Date:** August 27, 2018

**To:** Raymond E. Lechner, Ph.D.  
Superintendent

**From:** Tony DeMonte  
Director of Technology and Media Services

**Subject:** School Security Update

**BACKGROUND INFORMATION**

Ensuring the safety and security of students and staff in District 39 continues to be a primary goal. The State of Illinois requires school districts to annually review school safety plans. Each time there is a significant act of violence committed across the country, District 39 regularly collaborates with the Wilmette Police Department and Wilmette Fire Department. Given the unsettling school violence during the 2017-18 school year, District 39 conducted a more thorough review of existing safety needs and developed phased plans for improving safety in our schools.

**2017-18 REVIEW PROCESS**

The safety review process included:

- Tours of all buildings with our School Resource Officer of the Wilmette Police Department and representatives from the Wilmette Fire Department
- Reviewing input gathered from administrators, staff and parents
- Compiling, reviewing and prioritizing recommendations
- Developing a plan for phased improvements and budget accordingly

**PHASED PLANS**

Recommendations were categorized into three phases.

- Phase 1 were items immediately addressed. These involved mostly process changes.
- Phase 2 were items that required additional planning and budget. These were done in summer or planned for the 2018-19 school year.
- Phase 3 were items that we considered but have not yet planned for because of substantial cost or unrealistic implementation.

In some cases, suggestions were not recommended by administration or the Wilmette Police Department. The following are adopted recommendations.

## **PHASE 1**

| <b>SUGGESTION</b>  | <b>ACTION</b>  | <b>STATUS</b>       |
|--|--|---------------------|
| <ul style="list-style-type: none"><li>• School Resource Officer conducts a walkthrough of each building with Principal, MEC with Superintendent, and offers suggestions.</li></ul> | <ul style="list-style-type: none"><li>• These suggestions were reviewed by administration and embedded in our phased list for further review.</li></ul>  | Completed           |
| <ul style="list-style-type: none"><li>• Supervise unlocked doors for student arrival and dismissal.</li></ul>  | <ul style="list-style-type: none"><li>• Principals made plans for this fall.</li></ul>   | Completed           |
| <ul style="list-style-type: none"><li>• Establish outside supervision standards.</li></ul>   | <ul style="list-style-type: none"><li>• These were created. Specific zones for supervision were identified, ensuring 2-way radio availability and easily identifiable staff using colored vests. Practices such as student entry/exit were identified as well.</li></ul> | Completed           |
| <ul style="list-style-type: none"><li>• Provide improved mass notification system to alert staff and students in an emergency.</li></ul>   | <ul style="list-style-type: none"><li>• Staff phone numbers were updated. Training was provided to Principals on how to communicate via an app.</li></ul>  | Completed           |
| <ul style="list-style-type: none"><li>• School access badges in all Wilmette Police Department squad cars.</li></ul>   | <ul style="list-style-type: none"><li>• Cards were printed and distributed.</li></ul>  | Completed           |
| <ul style="list-style-type: none"><li>• Develop plan for large group spaces in the event of an intruder.</li></ul>   | <ul style="list-style-type: none"><li>• Plans were made by Principals for schools and discussed between Principals at all schools.</li></ul>   | Completed           |
| <ul style="list-style-type: none"><li>• Consistency of color coded lanyards for staff, substitutes and visitors.</li></ul>   | <ul style="list-style-type: none"><li>• Colors identified and lanyards distributed to schools.</li></ul>   | Completed           |
| <ul style="list-style-type: none"><li>• Develop plans for when alarms turn on unexpectedly.</li></ul>  | <ul style="list-style-type: none"><li>• Discussed at annual safety audit this past spring. Recommendations considered and checked against crisis plan.</li></ul>   | Fall Implementation |

**PHASE 1 continued**

|   |  |                            |
|---|--|----------------------------|
| <ul style="list-style-type: none"> <li>• Include active shooter training for staff.</li> </ul>  | <ul style="list-style-type: none"> <li>• Administration discussed using particular programs like ALICE and the inclusion of physically fighting back in the event of an active shooter. This was added to the annual training list.</li> </ul> | <p>Fall Implementation</p> |
| <ul style="list-style-type: none"> <li>• Check clarity of PA systems in large student spaces.</li> </ul>  | <ul style="list-style-type: none"> <li>• Identified problem spots will be adjusted by support company.</li> </ul>  | <p>Fall Implementation</p> |
| <ul style="list-style-type: none"> <li>• Develop a crisis plan for the MEC.</li> </ul>  | <ul style="list-style-type: none"> <li>• Working with School Resource Officer to develop protocols.</li> </ul>   | <p>Fall Implementation</p> |
| <ul style="list-style-type: none"> <li>• Ability to make PA announcements from anywhere in the school.</li> </ul>   | <ul style="list-style-type: none"> <li>• Equipment ordered and work scheduled.</li> </ul>  | <p>Fall implementation</p> |
| <ul style="list-style-type: none"> <li>• Train crisis teams to make emergency announcements and schedule regularly.</li> </ul>  | <ul style="list-style-type: none"> <li>• After work is completed, this will take place.</li> </ul>   | <p>Fall Implementation</p> |
| <ul style="list-style-type: none"> <li>• Develop procedures for managing large group events during the school day.</li> </ul>   | <ul style="list-style-type: none"> <li>• Trials took place in spring with printable tickets. Practices were shared among Principals.</li> </ul>  | <p>Fall Implementation</p> |
| <ul style="list-style-type: none"> <li>• Develop procedures for students and visitors to enter different doors.</li> </ul>  | <ul style="list-style-type: none"> <li>• Each school is defining their practices when not already in place.</li> </ul>   | <p>Fall Implementation</p> |
| <ul style="list-style-type: none"> <li>• Visitors to provide drivers licenses to Secretaries. The Secretaries will hold until visitor leaves the building.</li> </ul> | <ul style="list-style-type: none"> <li>• Signage being created. Principals to communicate to parents.</li> </ul>   | <p>Fall Implementation</p> |
| <ul style="list-style-type: none"> <li>• Post school address next to all phones and insert in crisis manual.</li> </ul>   | <ul style="list-style-type: none"> <li>• Stickers have already begun to be placed in some schools. The crisis manual is going through a review this year.</li> </ul>   | <p>Fall Implementation</p> |

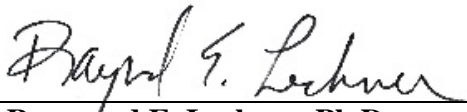
## **PHASE 2**

| <b>SUGGESTION</b>  | <b>ACTION</b>   | <b>STATUS</b>       |
|--|---|---------------------|
| <ul style="list-style-type: none"><li>• Install badge reader at every external door used by students and staff at the schools.</li></ul> | <ul style="list-style-type: none"><li>• Harper, McKenzie and Romona are completed. Central, HMS and WJHS are scheduled for work this fall.</li></ul>  | Fall Implementation |
| <ul style="list-style-type: none"><li>• Replace door locks at WJHS so that they can be locked internally.</li></ul>                      | <ul style="list-style-type: none"><li>• Order has been placed. Installation will be done through school year.</li></ul>   | Fall Implementation |
| <ul style="list-style-type: none"><li>• Audit ability to lock large spaces like auditorium, gyms and cafeteria.</li></ul>                | <ul style="list-style-type: none"><li>• Quotes are being collected to do the work.</li></ul>  | Fall Implementation |
| <ul style="list-style-type: none"><li>• Add additional security cameras to buildings.</li></ul>  | <ul style="list-style-type: none"><li>• Locations identified by Principals. Order placed. Installation set to begin early September.</li></ul>  | Fall Implementation |
| <ul style="list-style-type: none"><li>• Add a security camera monitoring station to each school.</li></ul>                               | <ul style="list-style-type: none"><li>• Order placed. Work scheduled for September.</li></ul>   | Fall Implementation |
| <ul style="list-style-type: none"><li>• Audit reliability and build in backup plan for visitor management system.</li></ul>              | <ul style="list-style-type: none"><li>• New Windows based laptops were ordered with a spare.</li></ul>  | Fall Implementation |
| <ul style="list-style-type: none"><li>• Social media checks for students when a concern is noted.</li></ul>                              | <ul style="list-style-type: none"><li>• Protocols will be developed by Social Workers during Institute Day. D39 is also considering the use of proactive monitoring tools that scan public social media accounts.</li></ul> | Fall Implementation |
| <ul style="list-style-type: none"><li>• Train substitutes regularly in crisis plan.</li></ul>  | <ul style="list-style-type: none"><li>• Addition has been made.</li></ul>   | Fall Implementation |
| <ul style="list-style-type: none"><li>• Review security at Extracurricular activities.</li></ul>   | <ul style="list-style-type: none"><li>• Idea to be reviewed by Principals and Athletic Director.</li></ul>  | Fall Implementation |

**CONTINUED STEPS**

Phase 1 and Phase 2 work is completed or in progress as noted. Administrators and Departments responsible for implementation are identified for each suggestion and regular check-ins on progress are taking place. Once a recommendation has been completed, the administration and staff will review its effectiveness and make adjustments. An annual review of safety procedures will take place.

**Recommended for presentation  
to the Board of Education**

A handwritten signature in cursive script that reads "Raymond E. Lechner". The signature is written in black ink and is positioned above a horizontal line.

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**Raymond E. Lechner, Ph.D.  
Superintendent**