

Gateway Community Charters: Community Collaborative Charter School

Main HS Campus (McCellan Main Campus), 5715 Skvarla Avenue, McClellan Park



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Executive Summary

The Gateway Community Charters (GCC) Site Safety Report assesses the facility's current safety practices and infrastructure, providing actionable recommendations to enhance security, emergency preparedness, and operational efficiency. This report underscores the school's proactive approach to safeguarding its community.

Key Recommendations:

1. Lock and secure the room containing the chemical cabinet and metal containers holding the chemicals.
2. Repair the rusted-shut metal gate on the facility's fire evacuation route.
3. Explore and fix the current confusion about the panic/duress alarm at the front reception desk.
4. Develop and implement a more robust visitor/access control program that uses colored lanyards and more detailed ID checking when visitors arrive at the facility.
5. Contact your insurance carrier or Joint Power Authority to discuss the legal liability of sharp points at the top of existing fencing. If appropriate, add warning signage to the fence (i.e., "Danger, do not climb. The fence has sharp points that could cause injury or death").
6. Add safer corner markings to each room in the facility and train on these during lockdown/barricade and run/hide/fight training.
7. Add the physical address (street number) to the front of the building in large letters.
8. Invest in and train with a stop-the-bleed wound-packing program
9. Add a screen in the front reception area of the live camera feeds. Talk with local law enforcement about sharing the link to the live TV cameras during critical incidents.
10. Cut back shrubs to reduce hiding places outside
11. Develop an "end of day" checklist for the front reception staff so they do a walk-through each day to ensure all doors that should be locked are locked, no trash is lying about, and all external doors and gates are secured.
12. Address the access problem with the silver metal fence that allows too much space between the brick wall and the fencing.
13. Remove any large materials (wooden frames and metal sun coverings) that block evacuation routes and are safety concerns.
14. Consider adding rapid-pull window shades and in-ground door locks to offices and classrooms.
15. Ensure all electrical panels, alarm systems, and storage rooms for cleaning supplies are secured (many were found with the key in the door).
16. Create consistent signage for interior doors.
17. Remove any door wedges that are found at the facility.
18. Reposition the convex mirrors to match the new main room configuration.

Background

On, Tuesday December 10th, Drs. Van Brunt and Taylor along with retired ATF agent Nina Delgadillo visited the Main High School of the Community Collaborative Charter School to conduct a site safety review. The Main HS has approximately 21 staff and 150 students in attendance in varying levels throughout the days of the week. Through their online core curriculum, small group electives, and Career and Technical Education, they provide their scholars a comprehensive high school experience in an intimate, small school, independent study setting.

This site walk-through is not meant to identify every potential hazard, safety concern, training need, or emergency supply requirement. While we have noted many positive aspects of your facility, this report focuses on areas that may require further attention. It is designed to assess your facility's current state and highlight areas for improvement based on the information provided.

Private and public organizations across America are responsible for providing safe and secure environments for work and learning. These are places where employees and students should feel protected from undue harm and risk. By conducting this vulnerability assessment, your facility is taking a proactive step toward enhanced safety.

This report provides an overview of your facility's current safety awareness, including findings and recommendations derived from on-site interviews, observations, and a review of materials provided by facility administrators.

Scope

The following activities are within the scope of this project:

- Interviews with key staff members responsible for policy, administration, day-to-day operations, facilities management, and safety.
- A visual walk-through of the facilities with administrative and facilities personnel to assess physical site safety.

The following activities are NOT part of this security assessment.

- Testing current facility-developed safety plans or emergency response plans.
- DPrep/WVPA did not independently verify information provided by employees.
- This security assessment does not include any aspect of IT/Cyber vulnerabilities, which should be assessed independently.

Disclaimer

Any action taken by a recipient of this report or by their representatives based upon this security assessment does not guarantee nor warrant in any way whatsoever that the assessed location(s), facility, its users, or visitors may or may not be rendered safer, invulnerable, or in any fashion impervious to successful penetration, attack, or other acts which could cause property damage and/or personal injury to the facility or its patrons. By accepting this security assessment report and/or by taking or avoiding taking any action based on its written or verbal content, Gateway Community Charters hereby agrees to release, waive, discharge, hold harmless, and not sue WVPA, DPrep Inc., any of their officers and/or employees, for any and all loss, harm, liability, or damage caused as a consequence of the security assessment, release of the written report, pictures, and assessors' opinions, including any loss arising from a claim of negligence. Further, by accepting this report, Gateway Community Charters agrees to indemnify WVPA, DPrep Inc, their agents, officers, and employees from any loss, harm, liability, lawsuits, damages, or costs, including court costs and attorney fees.

Facility-Wide Suggestions

Exterior Signage

Effective signage and wayfinding are fundamental to workplace security, as they provide clear directions, identify hazards, and establish boundaries, thereby enhancing safety and preventing accidents. Strategically placed signs guide employees and visitors, reducing confusion and ensuring efficient evacuation during emergencies.¹ Signage and a well-maintained site also convey a sense of preparation and attention to detail that can deter crime or other hostile actions. Clear and sufficient signage aids emergency services personnel with improved navigation and timeliness of response during emergencies and other critical incidents.

The Center for Safe Schools suggests exterior signage should be: 1) visible from the street or nearest driveway, 2) contrasting with their background, and 3) reflective for low light or smoky conditions. All exterior doors should be numbered in sequential order in a clockwise manner, with the main entrance designated as number one.²

Front-facing signage is clear and easy to read from the parking lot and road but does not include the address. The sides and rear of the building lack any signage identifying the school, but the building has a clear street number on the side. Given that the property is surrounded by fencing, the rear and side signage would be a secondary priority compared to the clear address on the front of the building. The side gate also includes useful warnings and redirects to the front office.



¹ American Society of Safety Professionals. (n.d.). Three ways signage can improve workplace safety. Retrieved December 1, 2024, from https://www.assp.org/news-and-articles/three-ways-signage-can-improve-workplace-safety?utm_source=chatgpt.com

² Center for Safe Schools (2024). Model Door and Window Classroom Numbering. Retrieved from <https://www.centerforsafeschools.org/wp-content/uploads/2024/03/CSS-Door-and-Window-Classroom-Numbering-2024.pdf>

Moving Forward:

- Increase signage for the school on all sides of the building.
- Add the physical address to the front of the building, as noted in yellow in the side picture above.

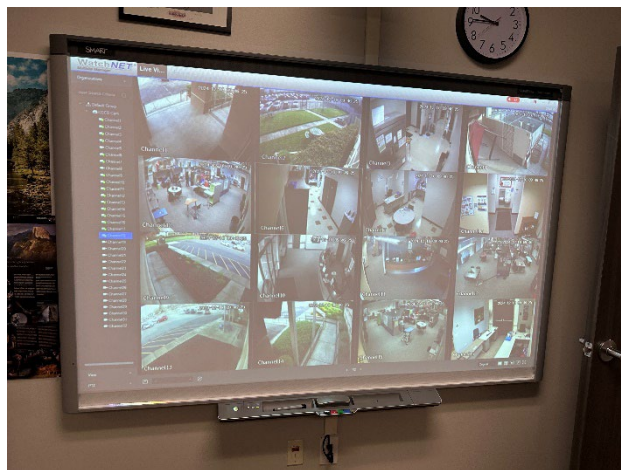
Cameras

Cameras play a vital role in safety by providing real-time surveillance that can help detect and deter potential threats, ensuring a quicker response to incidents. According to the U.S. Secret Service, monitored and strategically placed cameras are essential for identifying suspicious behavior and enhancing situational awareness in critical areas.^{3,4} Reviewing camera footage after the fact may provide investigative material or document a critical incident but will not aid in preventing an incident.

Cameras provide three general functions when it comes to safety and security.

1. Cameras record what occurred on-site during a hazard, conflict, theft, crime, or other critical event, providing detailed documentation and legal risk mitigation when assessing how employees handle critical incidents. The footage is helpful in training scenarios and as part of an after-event review.
2. Cameras deter those who may be engaged in penetration testing or assessing the site as a potential target. Multiple cameras and signage warnings about being recorded offer a level of hardening a target location that is part of a layered safety and security approach.
3. Cameras that are live monitored by office staff at their desks or broadcast to a larger screen in a public area increase situational awareness and response time when reacting to threats, physical altercations, or an active assailant. Providing this live feed link to local law enforcement improves their awareness when responding to a crisis on-site.

Cameras and live monitoring of the camera images were a strong positive for this site compared to other sites we visited. Not only were the cameras placed outside and inside the school, but they were also live monitored in the central office.



3 U.S. Secret Service, National Threat Assessment Center. (2019). Protecting America's schools: A U.S. Secret Service analysis of targeted school violence. Retrieved from https://www.secretservice.gov/sites/default/files/2020-04/Protecting_Americas_Schools.pdf

4 Alcatraz Lock. (n.d.). How CCTV cameras can help to prevent school shootings. Retrieved from <https://alcatrazlock.com/how-cctv-cameras-can-help-to-prevent-school-shootings/>

**Moving Forward:**

- Live monitoring cameras at the front reception desk would be recommended.
- Ensure the cameras are monitored constantly, including when the primary monitor is away from their desk.
- Sharing the live camera feed link with local law enforcement for use during a critical incident would also be recommended.
- Confirm a schematic with all camera locations and coverage areas is available. An assessment should be conducted to confirm adequate coverage.

Emergency Medical Supplies/Lockdown Supplies

First aid response is dependent on two central concepts: materials and training. Having materials available without knowing how to use them is equally problematic as having people trained without providing access to materials. The American Red Cross recommends that first aid kits and AEDs (Automated External Defibrillators) be available in multiple locations and that all employees be trained in their use.⁵

Medical supplies were kept together in a central storage area with clear signage. The school uses the Cintas medical system, which provides monthly replacements and monitoring of medical supplies. There is also an AED, anti-overdose treatment, epi-pens, and a bloodborne pathogen kit.



The science lab was also outfitted with fire extinguishers, a fire blanket, and an eye wash station.

⁵ American Red Cross. (n.d.). *Workplace safety training courses*. Retrieved December 1, 2024, from <https://www.redcross.org/take-a-class/organizations/workplace-safety>

Moving Forward:

- The inclusion of smaller medical “boo-boo” kits around the school would be a recommendation. These could be included in lockdown/barricade emergency buckets.
- Ensuring all staff are trained on using the medical supplies and devices.
- While AEDs are useful emergency devices, another priority to invest in would be *stop-the-bleed/wound-packing* training for all staff (DPrep Safety offers this training). The training and materials are central in responding to any active assailant or major injury. Blood loss is the leading cause of death during active shooting events. Example materials are included in [Appendix A](#).
- Likewise, training related to choking and some of the newer technology related to emergency response to choking should be a higher priority investment for the location. Example materials are included in [Appendix A](#).

Landscaping

According to the American Society of Landscape Architects, maintaining landscaping can enhance safety by creating clear sightlines, removing hiding spots, and creating opportunities for natural surveillance, all principles of Crime Prevention Through Environmental Design (CPTED). Well-maintained landscaping can also reduce the perception of neglect, further aiding in crime deterrence.⁶

Overall, landscaping across the facility was very well-kept and maintained. There were a few areas where vegetation should be cut back. Likewise, any areas that could be used for hiding (either a student or someone looking to commit a crime) should be cut back. Ensuring trash is cleaned up is another way to communicate to those visiting the site that there is a level of preparedness being put into place.



Moving Forward:

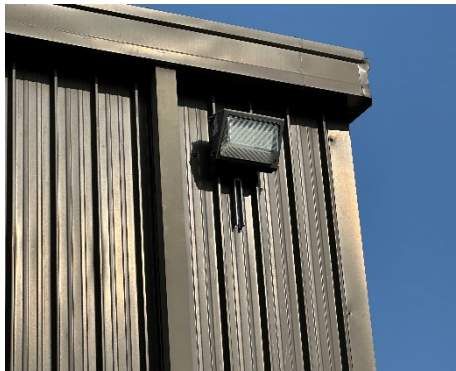
- Ensure lunch trash is cleaned up at the end of each day.
- Cut back hedges that create hiding places around campus
- Continue to maintain good landscaping practices that follow CPTED guidelines. Shrubbery should be no higher than two feet, and tree canopies should be trimmed to hang no lower than six feet.

⁶ American Society of Landscape Architects. (n.d.). *Crime prevention through environmental design (CPTED) presentation*. Retrieved December 1, 2024, from https://www.asla.org/uploadedFiles/CMS/PPNs/Landing_Pages/ASLA_Urban_Design_PPN_CPTED_Presentation.pdf

Lighting

Lighting is important as it enhances natural surveillance by improving visibility at night, deterring potential offenders. According to the International CPTED Association, well-designed exterior lighting reduces dark areas and increases the likelihood of criminal activities being observed.⁷

Lighting was adequate for the facility.



Moving Forward:

- No recommendations at this time related to lighting

⁷ International CPTED Association. (n.d.). *Primer in CPTED – What is CPTED?*. Retrieved December 1, 2024, from <https://www.cpted.net/Primer-in-CPTED>

Perimeter

Territorial reinforcement involves designing spaces to clearly define ownership, using elements like fences, signage, and landscaping to discourage unauthorized access and promote a sense of ownership by employees. According to the U.S. Department of Justice, establishing clear territorial boundaries enhances security by fostering ownership and responsibility among occupants.⁸

There has been a large investment in fencing surrounding the facility. This fencing lends a professional face to the school facility and conveys a sense of preparedness and territorial reinforcement.



Moving Forward

- Given that the school backs up into another school's area, it may be useful to better differentiate the schools with some signage and/or marking beyond the sidewalks to the left.
- Contact your insurance carrier or Joint Power Authority to discuss the legal liability of sharp points at the top of existing fencing. If appropriate, add warning signage to the fence (i.e., "Danger, do not climb. The fence has sharp points that could cause injury or death").

⁸ Zahm, D. L. (2007). *Using crime prevention through environmental design in problem-solving*. U.S. Department of Justice. Retrieved from <https://www.ojp.gov/ncjrs/virtual-library/abstracts/using-crime-prevention-through-environmental-design-problem-solving>

Exterior Facility Access

Access Control

Access control is the ability to secure a site and regulate the keys and electronic systems that allow staff to access the worksite.⁹ Access control includes both after-hours and how employees and the public access the site during operation hours. Common systems include master keys and keys with more limited access, key fobs, locked doors, turnstiles, locked fences, sally ports/man traps, counters, and glass/plexiglass barriers.

We were asked to sign in when our team came to the site at the front desk. There was no scanning system or ID check to verify who we were. We were issued a visitor badge that could be clipped on.



Moving Forward:

- Consider a more detailed access control process involving scanning IDs (or at least verification) along with the sign-in process.
- Develop and implement a lanyard-based system that assigns various colored lanyards (e.g., blue for teachers/admin staff, red for parents or volunteers, green for visitors).
- Ensure this process is explained in the Comprehensive School Site Safety Plan (CSSP) and is something the staff at the site train on regularly.

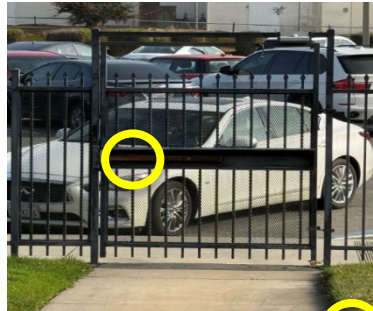
⁹ School Safety Working Group. (2020). Ten Essential Actions to Improve School Safety. Washington, DC: Office of Community Oriented Policing Services. Department of Justice.

McPhaul, K., London, M., Murrett, K, Flannery, K, Rosen, J. and Lipscomb, J. (2008). Environment Evaluation for Workplace Violence in Healthcare and Social Services. Journal of Safety Research, 237-250.

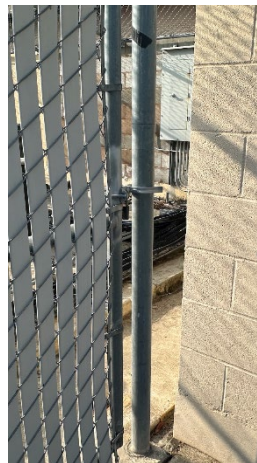
Gates, Doors & Windows

Implementing physical security measures like locked doors is a fundamental step in securing a workplace environment. Locked doors help prevent unauthorized access, protect sensitive information, and ensure the safety of employees and assets.¹⁰

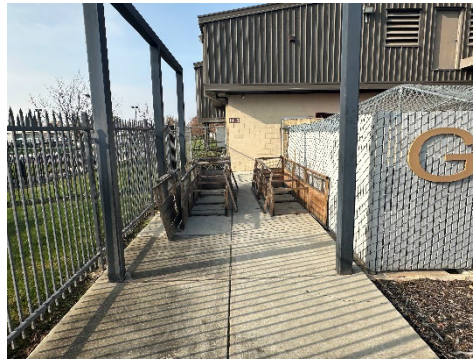
There is an access gate that is rusted shut and needs an immediate fix. This gate is identified on the fire evacuation plan but not currently open (yellow). The front gate to this area also exhibits signs of rust damage (orange).



Concrete trash was left outside this gated area. As mentioned, keeping the facility clean of rubbish and trash helps communicate a commitment to a safe and secure school site. This also presents a hazard for throwing rocks or propping open doors. The fencing here is wide open, allowing a smaller child or thin adult to gain access. Some additional fencing should be added.



¹⁰ National Center for Education Statistics. (1998). *Creating safe and drug-free schools: An action guide - Chapter 5: School security technology*. Retrieved December 1, 2024, from <https://nces.ed.gov/pubs98/safetech/chapter5.asp>



Several areas had unlocked or unsecured gates. Debris should also be removed from these pathways to ensure a clear evacuation.



The use of door wedges is problematic, as it allows the door to be accessed without control and conveys an unintentional message to the staff that propping open doors is a permissible practice in the facility. Propping doors and unsecured pass-through doors have been noted in recent school shootings as ways an attacker has gained access to a facility or has been more easily able to move through the facility.

Moving Forward

- Immediately repair the damaged gate that is rusted shut. Inspect other gates in that area for similar rust damage.
- Removing trash and rubbish around the facility (particularly the dried concrete).
- Fix the gap in the fencing identified as an access issue.
- Create an "end of day" checklist for front desk staff to walk the perimeter and lock doors and gates properly.
- Remove any door wedges that are found around the facility.
- Remove any large materials that block evacuation routes and are safety concerns.

Roof Access

Roof access, while needed for maintenance, can be problematic if it is accessible to others intent on bad acts or who may put themselves in a dangerous situation, increasing risk and liability for the facility.¹¹



There is no access to the roof that is available through climbing or trees/vegetation.

Moving Forward:

- There are no recommendations currently.

¹¹ Utah State Board of Education. (2019). *School safety*. Retrieved December 1, 2024, from <https://schools.utah.gov/schoollandtrust/resources/02.2019.SchoolSafety.pdf>

Facility Interior

Doors

Locked interior doors are vital for workplace security because they prevent intruders from freely accessing the facility. By limiting internal movement, they help protect sensitive information, assets, and ensure employee safety. Implementing access controls like locked interior doors is essential for safeguarding organizational assets.¹²



In the door above on the left, the key used to lock the push bar open was still in the push bar. The long hallway had several doors and cabinets lining the hallway. Most of these doors were unlocked and opened into storage rooms or laundry. This area was well-kept and organized.



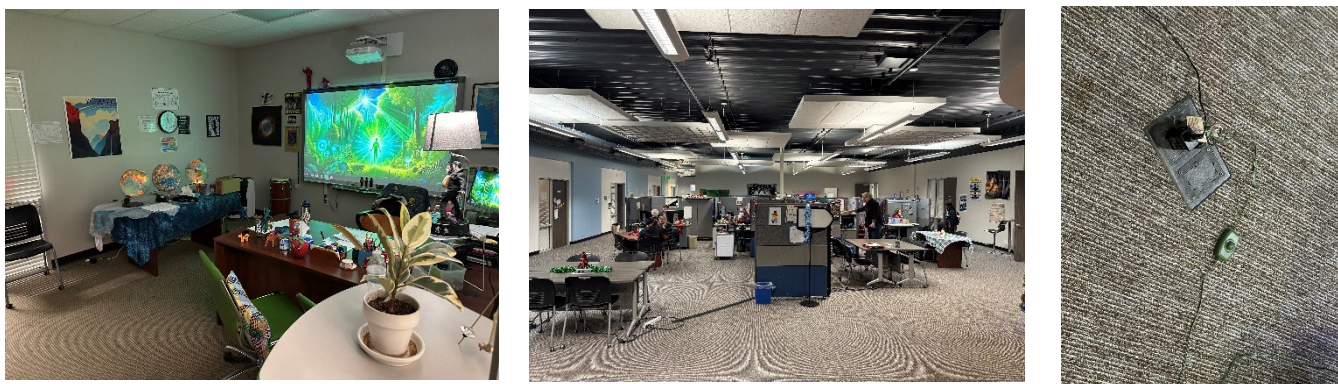
Most doors had turning locks on the inside and a key on the outside. This allows the door to be locked from the inside and provides a potential place to lockdown/barricade during a critical incident.

Using door wedges in school settings is problematic, as it allows the door to be accessed without control and conveys an unintentional message to the staff that propping open doors is a permissible practice in the facility. Propping doors and unsecured pass-through doors have been noted in recent school shootings as ways an attacker has gained access to a facility or has been more easily able to move through the facility. No door wedges were found inside the facility.

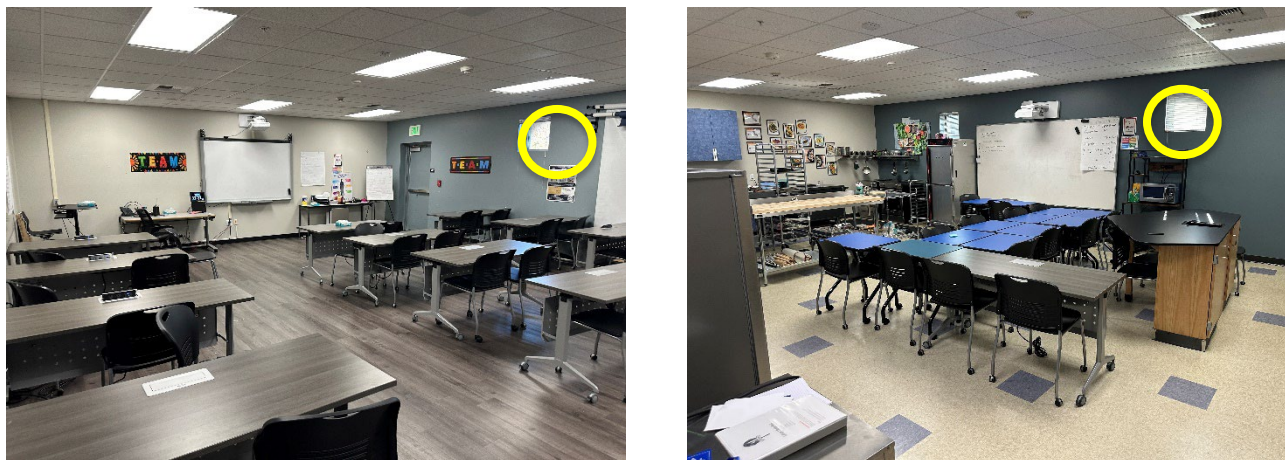
¹² National Institute of Standards and Technology. (1995). *An introduction to computer security: The NIST handbook* (NIST Special Publication 800-12, Chapter 15). Retrieved from <https://csrc.nist.gov/publications/nistpubs/800-12/800-12-html/chapter15.html>



Window shades were installed inside the room, allowing them to be pulled shut during a critical incident. The main bathrooms cannot be locked. These bathroom spaces are typically useful for refuge points as well as reinforced areas for weather emergencies and lockdown/barricade rooms.



The main room is set up with office cubbies and dividing walls. Regarding safety issues, securing down plugs and extension cords would be recommended to reduce a potential trip injury.

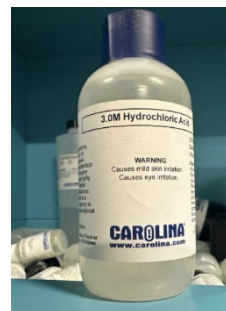
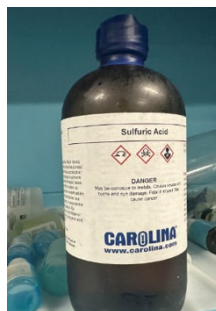


High windows have pull blinds, which are reasonable for these higher vantage points. For windows to classrooms that open into the general main room or to the outside, consider the use of rapid-pull-down shades.

Installing a door-locking system, as shown below, is recommended for some key areas within the facility. These systems lock the lower part of the door to the floor and follow most fire codes, as the locking mechanism is not attached to the door but rather kept on the wall.



While they may be deployed tactically to certain areas identified as critical, these devices can be placed in each office for a relatively low cost. The door locks must be used as part of a larger plan related to lockdown/barricade and shelter-in-place processes and be practiced by all staff regularly to ensure they know how and when to use these.



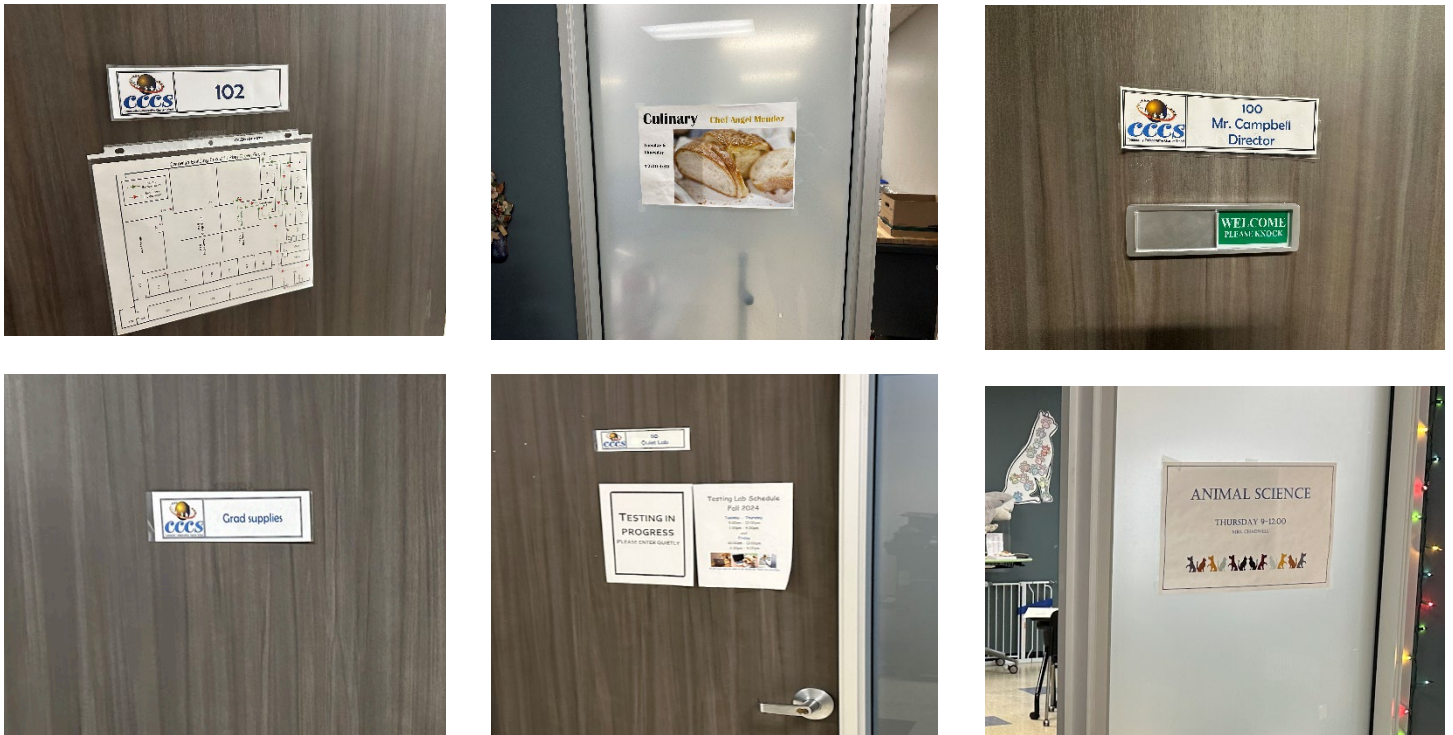
A major safety/security concern was the unlocked main storage room in the facility. This room only had a sign that read, "No students allowed." The main chemical closet was also not secured within the room, allowing access to dangerous chemicals and electrical "jump starters."

Moving Forward:

- Work with the local fire marshal to determine the recommended usage of keys in pushbars for both emergency egress and school security.
- Secure the chemical storage room along with the two chemical containers in the room.
- Never move chemical storage lockers with chemicals in them.
- Consider moving the chemical cabinets to a location that is not a shared space and not under ventilation in the event of vapor loss.
- Add this room to the "end of day" checklist for the receptionist to check daily.
- Install door locks on the bathrooms to allow their use as refuge points.
- Consider an in-floor locking system for classrooms and office spaces.

Interior Signage

Signage in the building conveys a sense of order, preparedness, and professionalism to visitors and those who may look to cause harm to the facility. The Center for Safe Schools offers the following guidelines for interior door numbering: 1) always place them on the hinge side of the door near the bottom so they can be viewed in smokey conditions, 2) contrast with their background, and 3) be retroreflective for low light and smokey conditions.¹³ This helps emergency responders and those evacuating navigate the space during a critical incident.



The building was particularly easy to navigate, with a central main room and a long hallway in the back of the facility. Consistency in the signage, including a room number on each door, the purpose of the room, or the name of the person in the office, is recommended. A consistent door labeling system will improve visitor wayfinding and increase the site's professionalism.

Moving Forward:

- Consistent numbering on every door in the school.
- Larger door numbering that is reflective.
- Consider purchasing a consistent style of sign for each door.
- Highlight "shelter-in-place" areas or "safer rooms" in existing diagrams. Bathrooms and utility closets are good options for safer rooms. These areas should not be defined/labeled on the maps, as this could give potential assailants the knowledge of secure areas. Staff and students should be trained on their locations.

¹³ Center for Safe Schools (2024). Model Door and Window Classroom Numbering. Retrieved from <https://www.centerforsafeschools.org/wp-content/uploads/2024/03/CSS-Door-and-Window-Classroom-Numbering-2024.pdf>

Electrical Panels and Utility Areas

Implementing physical access controls for sensitive areas is essential for protecting organizational assets and ensuring safety. Securing utility areas prevents unauthorized individuals from tampering with critical systems like electrical, plumbing, and HVAC equipment, reducing the risk of accidents, service disruptions, and security breaches.¹⁴



The storage room containing the water heater and cleaning chemicals was found unlocked. Several electrical cabinets had keys in them, nullifying the safety procedures of keeping these locked. The alarm system had its key in the panel as well.



Outdoor electric panels and storage areas were found secure.

Moving Forward:

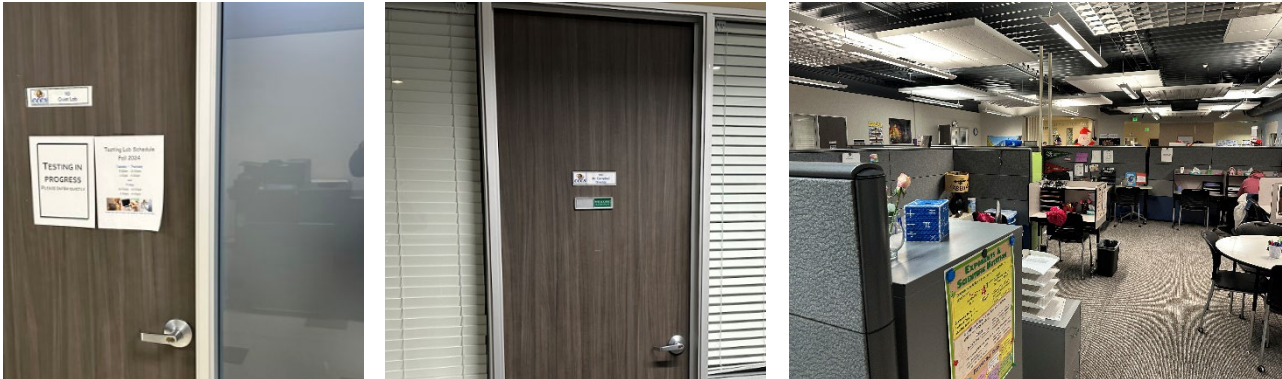
- Secure any chemical areas and utility closets.
- Lock breaker boxes, and do not leave the key in the lock.

¹⁴ National Fire Protection Association. (n.d.). *NFPA 730: Guide for premises security*. Retrieved from <https://www.nfpa.org/codes-and-standards/nfpa-730-standard-development/730>

Windows and Window Coverings

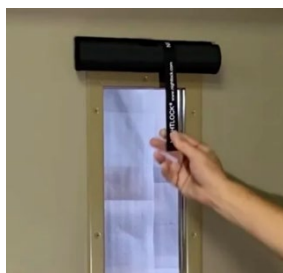
Windows enhance natural surveillance by allowing visibility into and out of a building, thereby deterring potential offenders. According to the International CPTED Association, properly designed and placed windows can increase security by promoting observation, while window coverings can balance privacy needs.¹⁵ Window coverings are also important during active assailant incidents to provide concealment from the attacker.¹⁶

Numerous rooms had blinds that could be pulled down in the event of a lockdown barricade. Other rooms had smoked glass that restricted visuals into the room.



Installing quick pull shades would also help reduce the visibility of targets from outside the school. Some windows (like the one above with yellow highlight) have a one-way film that limits visibility into the school but still allows light into the school.

Drop shades for these windows would offer little line-of-sight protection during an active assailant scenario. Blast or shatter-resistant film could be used on these windows, but the cost would be extravagant. An alternative would be to ensure students and staff understand that in any event of an active shooting critical incident, they should move quickly to a safer corner away from exposed windows.



Some examples of these are pictured here and included in [Appendix A](#).

Moving Forward:

- Consider adding rapidly deploying window pull shades for windows.

¹⁵ International CPTED Association. (2020). *What is CPTED?* <https://cpted.net/what-is-cpted>

¹⁶ Keehan, A. (2023). *Secure Classroom Doors to Stop Active Shooters*. Retrieved on November 15, 2024 from <https://www.ue.org/risk-management/premises-safety/secure-classroom-doors-to-stop-active-shooters/>

Safer Corners

Designating "safer corners"—areas within rooms that offer protection and are not visible from doorways—is important for enhancing occupant safety during emergencies. According to the U.S. Department of Homeland Security, identifying secure locations within a building can increase personal safety during incidents like active shooter situations.¹⁷

Safer corners are considered essential for school safety, based on lessons learned from previous school shootings, such as the Marjory Stoneman Douglas High School incident.¹⁸

No safer corners have been identified at this school site.



Moving Forward:

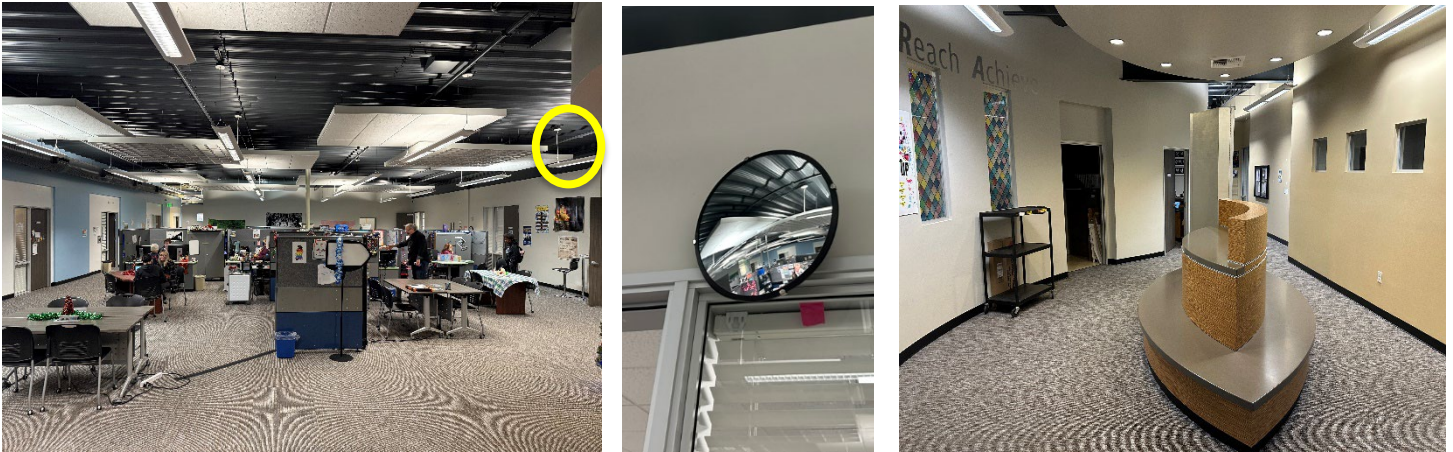
- Designate safer corners in each classroom and create a policy that lockdown supplies are to be kept in these areas. These areas can be designated with a picture of the mascot so that children of all ages can be aware of the areas. This should be accompanied by additional training and align with the Comprehensive School Site Safety Plan (CSSP).

¹⁷ U.S. Department of Homeland Security. (2015). *Active Shooter Emergency Action Plan Guide*. www.dhs.gov/publication/active-shooter-emergency-action-plan-guide

¹⁸ New Hampshire Department of Safety. (2019). *Recommendations: Hard corners*. Retrieved from www.schoolsafetyresources.nh.gov/wp-content/uploads/2019/09/Recommendations-Hard-Corners.pdf

Visibility

Natural surveillance is a CPTED concept that involves designing and positioning features and people to enhance visibility and make it easier to observe activities. The goal is to remove potential hiding spots and improve the ability of authorized personnel to monitor and respond effectively. This approach helps deter aggressive behaviors by increasing the likelihood of detection and enhancing the sense of safety.¹⁹



Given the open floor plan of this facility, visibility concerns are lowered when compared to other school facilities with more intricate designs and/or a different physical site.



Many of the offices and rooms were unique in their lighting and design. There was sufficient open space and line of sight in each case, with minimal hiding places or areas outside CCTV coverage.

Moving Forward:

- The main open space was moved recently into a different configuration. Repositioning the convex mirror in the picture to another location and adding another mirror to improve visibility around corners is recommended.

¹⁹ National Center for Injury Prevention and Control (U.S.). Division of Violence Prevention. (2017). Crime Prevention Through Environmental Design (CPTED) School Assessment (CSA).

Communication

The ability to communicate with staff, administrators, and teachers throughout the school during a critical incident requires each staff person to have access to a two-way radio, with appropriate training on how to use this radio and which channels should be utilized.

The use of cameras and the Guardian program to keep track of what students are in the building are two ways the school addresses communication. A few of the administrative staff have radios. Still, the best practice would be for all staff in the building to have two-way radios, training on how to use these radios, and clear procedures and protocols for using these during critical incidents (for example, outlining what channel they should be on and common strategies for communicating with two-way radios).²⁰

Moving Forward:

- Invest in the purchase of two-way radios for the staff.
- Develop and implement a policy and procedure for use on two-way radios.

²⁰ Solomon, J. (2023). Two-Way Radio Use in the Educational Environment Communicating During Crisis. Retrieved on Dec 1, 2024 from www.consortiumtraining.com/files/ugd/9f5882_3253a1eef5f146b98e4e22efc12dcea0.pdf

Duress/Panic Alarms

Providing staff with access to duress alarms (more commonly known as 'panic' alarms) helps improve emergency service reaction time during a critical incident.²¹ Ideally, there should be several of these alarms, some stationary and some mobile (to be used during tense meetings or customer interactions). These alarms should be tested quarterly to ensure they are in proper working order. Staff should be trained to understand how and when to use the alarm and who the alarm notifies.



There was some confusion over whether there was a duress alarm, where it would ring to, and if it was charged. There is no current policy or procedure describing this alarm and the emergency notification process.

Moving Forward:

- There was uncertainty about this mobile alarm and no related policy.
- Given the size of the site, we would recommend 2-3 static alarms (including one at the front desk) and then 2-3 mobile buttons given to key staff.

²¹ Hattersley, R. (2024). More Campuses Adopting Panic Alarm Tech, Most Satisfied with System Performance. Published by Campus Safety Magazine. <https://www.campussafetymagazine.com/insights/more-campuses-adopting-panic-alarm-tech-but-satisfaction-with-system-performance-is-slipping/161115/>

Appendix A: Sample Products

Medical

- Smaller “boo-boo” first aid kits: [Johnson & Johnson Travel Ready Portable Emergency First Aid Kit](#)
- Tourniquet: [Stop The Bleed® Basic Kit with CAT Tourniquet](#)
- Wound packing: [Critical Essentials Bleeding Control Kit for Chest & Limb Wounds](#)
- Security seals for AEDs: [Security Control Locks](#)
- Overdose kits: [Naloxone Overdose Emergency Kit Cabinet](#) and [Narcan medication](#)
- Anti-choking kits: [VitalVac](#), [LifeVac](#) and [Arixmed](#)

Fire

- Fire Blanket: [Prepared Hero Emergency Fire Suppression Blanket for Kitchen](#)

Lockdown/Barricade

- Window pulls: [Nightlock window shade](#) and [Hideaway Helper window shade](#)
- Door locking devices: [TeacherLock](#), [SAFEBOLT](#), [Brinks door security bar](#), [Door armor max](#), [DoorJammer Lockdown](#), [The Boot](#), [Bolo Stick](#), [Rhino Ware](#)
- Mobile panic/duress apps: [SHEQSY app](#), [Blackline Safety](#), [OK Alone](#), [Lone Worker app](#)
- Summary article on panic/duress alarms: [Deepdive: 2023 Panic Alarm and Mobile Duress Systems and Apps](#)