Fort Bend Independent School District

Safety and Security Master Plan Proposal

As of July 22, 2014

INTRODUCTION AND BACKGROUND

The Fort Bend Independent School District's Safety and Security Master Plan aligns with the District's Core Beliefs and Commitments. The "all hazard", or holistic approach to the plan, lays the foundation to enhance the overall safety and security of our educational environment. It is a collaborative effort between District leaders and independent consultants, containing concise language and recommendations consistent with best and promising practices in school and educational based safety and security.

In 2002, the Homeland Security Act was written in the aftermath of the September 11 terrorist attacks to address future acts of terrorism in the United States. School districts were defined as local governments and, as such, are responsible for adhering to all federal guidelines and mandates contained in the Homeland Security Act. It is recognized that school districts face the same threats as any state, county, or city government. Subsequent state legislation has been enacted requiring mandatory drills and emergency operation planning following the National Incident Management System (NIMS) guidelines.

The plan is developed to include all current schools in the district and creates physical and operational consistencies that allow flexibility and scalability based on the unique challenges, environment and given threats for each campus.

In 2013, **The Council of Educational Facilities Planners International** published a journal entitled ***Safe Schools: A Best Practices Guide***. The guide describes four interrelated components that are the foundation of every safety and security plan. The components are identified as Infrastructure, Crisis Communication, Staffing and Procedures. Fort Bend ISD's Safety and Security Master Plan encompasses these components and includes all current schools in the district. The plan creates physical and operational consistencies that allow flexibility and scalability based on the unique challenges, environment and given threats for each campus.

INFRASTRUCTURE

The goal of infrastructure is to narrow risk by creating concentric circles of protection. Emergency preparedness and response must be woven into every aspect of the learning space.

Security Camera System

Decentralized camera systems exist on each campus, largely utilizing analog technology. Analog technology offers a lower grade picture quality than IP cameras and camera systems. The District will explore the option of using IP cameras for all new installations and replacing analog cameras with network IP cameras. The District used an independent consultant to explore the pros and cons of continuing to use a decentralized camera system versus a centralized camera system, while maintaining full camera coverage of our schools. In order to provide full coverage, high school campuses are expected to require 96 cameras, middle school campuses are expected to require 66 cameras, and elementary campuses are expected to require 34 cameras. Specialized schools and support facilities are expected to have a varying number of cameras to provide full coverage.

The table below shows the estimated cost for security cameras district-wide.

Table 1: Security Camera System

Campus Level/Facility	Estimated Cost
High Schools	$ 3,168,000
Specialized Schools	$ 390,000
Middle Schools	$ 2,772,000
Elementary Schools	$ 4,590,000
Support Areas	$ 198,000
Total	**$14,118,000**

School Bus Security Camera System and School Bus GPS

The District has 467 buses in the fleet of which approximately 140 (30%) have self-contained video recording systems and 327 do not have video capability. All new buses added to the fleet have video recording capability. The video is kept on an on-board hard drive. It is the desire of the Transportation Department to equip the entire fleet with video recording capability and eventually with wireless capability. This will make it possible to down-load the hard-drive video without pulling the hard drive from the vehicle. In addition, the Transportation Department suggests that bus ramps at all locations be included in the school camera security system to enhance student safety while loading and unloading.

A school bus Global Positioning System (GPS) allows the system administrator to determine current location, speed, and start/stop history of a vehicle. This data can be used to identify if buses are on the correct routes and at the correct bus stops, if they are obeying the speed limit, and if they are running early or late. When used in conjunction with bus video cameras, it is powerful tool for the FBISD Police to determine the last known location of a misplaced student. This saves time when seconds count. Currently, none of the FBISD fleet is equipped with GPS. The estimated cost to equip all buses with security cameras and GPS is $ 908,369.

Security Fencing

Many FBISD elementary campuses lack security fencing around the perimeter of the site or around specific site features such as playgrounds, temporary buildings and parking lots. Facilities Department team members have estimated the need for up to 36,000 linear feet of fencing at 41 elementary schools. The estimated cost is $1,283,993.

Video Intercom

A video intercom system at each campus will allow the school to grant access through selected doors. Secondary schools require more student mobility which will require a video intercom at entrances such as: the student parking lot, athletic and band areas and portable buildings. Elementary campuses will require a video intercom system at the main entrance and the staff entrance from the staff parking lot. The estimated cost for video intercom is $ 525,000.

Access Control

All schools should be brought up to current standards, which include access controls at the following doors: main entrance, security vestibules, custodial, kitchen, athletic, fine arts, bus loading, commons and all exterior corridor doors. The interior areas include the computer rooms, vault, records, testing materials, audio/visual rooms and administration areas. High schools will need 40 doors with access control, middle schools will need 32 doors with access control, and elementary schools will need 24 doors

with access control. Specialized campuses and support buildings will be brought up to standard as well. The estimated cost for access control is $ 2,890,000.

Security Vestibules

A security vestibule is a building entrance feature, comprised of walls and doors, configured to route foot traffic through the campus office or reception area prior to entering the building. FBISD proposes to install security vestibules at 41 campuses and to improve the security vestibule and/or reception area at 32 additional campuses. The estimated cost for security vestibules is $ 4,332,450.

Window Film

Security films are essentially polyester or PET (Polyethylene Terephthalate) films that can be applied after manufacture or installation of windows as a retrofit product. Security strength window film is designed to be thin, flexible, and lightweight. This film significantly reduces the threat of injuries due to flying glass during severe weather events and aids in deterring and delaying intruders who may attempt to access our schools. The plan is to add security film to the campus security vestibule glass and perimeter doors to harden the shelter-in-place areas. The estimated cost for window film is $ 1,824,915 which does not include Lakeview Elementary due to demolition/renovation in the near future as stated in the FBISD Facilities Master Plan.

Wireless Network Coverage

Fort Bend ISD does not have 100% wireless network coverage at each campus and District facility. The desire of the Technology Department is to cover each facility with wireless network capabilities. Complete coverage complements other pieces of the overall safety and security plan and is addressed in detail in the Technology Plan.

Campus Emergency Generators

Emergency generators will be installed at each campus to provide back-up power for phone systems, critical lighting, cold food storage areas, and other identified essential outlets. The estimated cost is $3,200,000.

The table below represents the estimated cost for all options in the Safety and Security Interrelated Element of Infrastructure.

Table 2: FBISD Infrastructure Cost

	Estimated Cost
Security Camera System	$ 14,118,000
School Bus Security Camera and GPS	$ 908,369
Security Fencing	$ 1,283,993
Video Intercom	$ 525,000
Access Control	$ 2,890,000
Security Vestibules	$ 4,332,450
Window Film	$ 1,824,915
Emergency Generators	$ 3,200,000
TOTAL	**$ 29,082,727**

CRISIS COMMUNICATION / NOTIFICATION

The second interrelated element, Crisis Communication/Notification is the means to communicate during an emergency is paramount and the key to effective communication is one of access, simplicity, and scope. Without an effective campus communication and notification system, the ability to implement an effective response is greatly diminished. The use of multiple communications and notification devices in a school is desirable.

Crisis Communication Devices for Staff

The plan is to strengthen crisis communication abilities at elementary campuses which can be addressed with the implementation of a two way communication system. Effective communication provides an avenue for an effective, rapid response. Our campuses are currently equipped with intercoms and dated communication capabilities. Advancements in technology allow first responders to push notifications to campuses, while enabling teachers in classrooms to summon help from any point in the building. Responding Fort Bend ISD officers would have the ability to communicate directly with the staff member who initiated the emergency notification and receive real time information, thereby significantly reducing the response time to the staff member's location. The District continues to evaluate systems and possible solutions.

Campus Emergency Notification System

A campus emergency notification system will alert all staff members at campuses and district facilities that an emergency is approaching and evasive action is required. The plan is to use a notification system that delivers an emergency message from a single point of contact, to each computer screen where an incident is occurring, as well as utilizing LED message boards in common areas to broadcast notifications and directions. This notification system requires an acknowledgement on the part of the recipient, ensuring the emergency message was delivered. Delivering an emergency message through this type of emergency notification system is much faster than the traditional phone tree method currently in place. The estimated cost for Campus Emergency Notification System is $ 524,600.

Two-way Radio

Many of the District's radios and radio accessories used by the FBISD Transportation Department, Facilities Department, and campuses will require replacement in the near future due to changes in Federal law requiring the changeover to digital equipment. Post 9-11, there was a strong desire to migrate all first responders to digital radio networks for interoperability purposes. The deadline for first responders to comply, including the FBISD Police Department, will be January 1, 2017. Additionally, the Federal Communications Commission (FCC) began a process of freeing up the airways called "narrow banding," which is intended to allow greater access to bandwidth for information-age projects. These narrow band frequencies can only be accessed through digital radio equipment. The majority of FBISD radios still operate on "T" band frequency, which does not require the use of digital radios. In April 2013, the FCC placed a temporary stay on the requirement to transition to the narrow band frequencies, but staff believes the migration to digital equipment is imminent. The estimated cost is $ 1,432,768.

STAFFING

Staffing should be placed to meet the most pressing emergency management needs of the District. A safe and secure learning environment begins with the individual. The District implemented an Emergency

Management Coordinator (EMC) and a Life Safety Systems Manager in February 2014. The EMC is responsible for all emergency operations plans and related training, while the Life Safety Systems Manager is responsible for all life safety systems including intrusion alarms, fire alarms, access control, and security cameras.

Emergency Management Liaison

An Emergency Management Liaison is an identified individual at each campus who would assist the EMC in making sure emergency preparedness procedures and training is being carried out on each campus. This requires no additional staff as an existing staff member at each campus will be identified by the campus Principal.

Police Patrol Operation

Based on the need to reduce police response times to elementary campuses in an emergency, the need to provide police protection for Extended Day services, the need to provide District police officers to answer District-related calls for service after normal hours, and the need to perform proactive asset protection, the Fort Bend ISD Police Department should establish a full-time patrol operation.

A full time police patrol operation would be divided into three separate patrol shifts, each with a specific task. Day shift patrol officers would be directed to patrol within established geographical boundaries in the District, ensuring that mobile police units are able to respond to the needs of those elementary schools within those boundaries. The patrol officers would also be responsible for proactive prevention measures at elementary campuses, thus allowing secondary officers to remain on their respective assigned campus.

Evening shift patrol officers would focus on providing protection for Extended Day services. Extended Day is currently offered at every elementary school campus with more than 3,250 students enrolled. The majority of those students only attend Extended Day during the afternoon session from 3:10 pm to 6:30 pm.

Evening shift patrol would also be available to answer calls for police service that are received after the last school resource officer has gone off duty. In 2013, the Fort Bend ISD Police Department responded to 30,865 calls for police service, with 13,178 (38%) of those occurring when officers are not scheduled for regular duty hours which would be between the hours of 5:00 pm to 7:00 am and on weekends. In order to answer these calls for service, an officer must be scheduled to work overtime, the on-call officer must be called out on overtime, an officer working an extracurricular event must be called away, or another law enforcement agency is dispatched to handle the call.

Night shift and weekend patrol officers would focus on proactive asset protection patrols of District property, as well as responding to all intrusion and fire alarms. In 2013, the FBISD Police Dispatch received 2,013 alarms on District properties. Of those alarms, 1,366 (68%) were received between the hours of 5:00pm and 7:00am. With no FBISD officers on duty, other area law enforcement agencies are asked to respond, but they do not have access to our buildings. Also many area agencies are short staffed, creating delays in response times.

Threat Assessment Teams

Threat Assessment Team programs are local initiatives designed to improve the way law enforcement and the schools respond to, and serve students who may be displaying disruptive or dangerous

behaviors. They are built on strong partnerships between law enforcement, school administration, school counselors, school nurses, and mental health provider agencies. The Threat Assessment Team will focus on the behavior of an individual and develop a course of action to mitigate any acts of violence. All Fort Bend ISD Police Officers were trained and certified as Mental Health Officers during the summer of 2014. This 40 hour training class allows the officers to be a valuable part of a Threat Assessment Team on their campus while taking a proactive approach to helping students.

DISTRICT POLICIES AND PROCEDURES

Established District policies and procedures will set standards by which all emergency plans and processes are carried out.

Emergency Operation Plans

The Emergency Operation Plan (EOP) is the cornerstone on which school emergency management is built. The EOP encompasses the four phases of emergency management to include prevention and mitigation, preparedness, response, and recovery. The EOP describes responsibilities of all parties involved, when they will execute those responsibilities, what resources are available, and by what authority. EOP's are already implemented and are required by state law. They are submitted to the EMC each year for review.

Standard Response Protocols

Best practice dictates uniform responses to an incident at school. The standard response protocol is based not on individual scenarios, but on the response to any given scenario. This standard response allows for specific actions that can be performed by staff and students during an incident. By standardizing the vocabulary, all stakeholders can understand the response and status of the event. For students, this provides continuity of expectations and actions throughout their educational career. For teachers, this becomes a simpler process to train and drill. Implementing the Standard Response Protocol will be accomplished through available training material and scheduled training sessions with staff.

Safety and Security Audits

Mandated by the Texas Education Code, safety and security audits must be completed and reported every three years. These comprehensive audits include intruder assessment, interior security, exterior security, and safety and security leadership assessments. More than 200 audit questions are considered best practices, and the EMC reviews each audit to assess safety and security readiness, as well as training needs. This process is already an established practice.

COMMUNITY ENGAGEMENT

Community engagement is a vital part of planning and developing effective procedures and policy. The engagement process will serve as the District model for reviewing best practices in safety and security to ensure maximum awareness and input from the public prior to changing and implementing a new policy, procedure, process or plan. The process may also be used where applicable to develop actions in support of the District Strategic Plan Goals and Objectives and the Safety and Security Master Plan.

Community Engagement Implementation

The Superintendent is responsible for implementing a procedure that codifies the process that engages local community members, school staff and parents through participation in working groups assigned to review issues and develop options for further consideration. The Superintendent shall report progress and updates to the Board on a regular basis as part of the Board's responsibility for management oversight that ensures effective and efficient public service.

Community Engagement Process

Community engagement is critical to the success of the planning process. To ensure the highest level of participation, information about the process and community meetings was sent via School Messenger and through campus-based communication methods during the spring of 2014. Additionally, the District provided information about meetings and explained how to participate virtually in the process to the news media, via the District's website, and through multiple email distribution lists.

Student Engagement Process

Students represent the largest stakeholder group in Fort Bend ISD. Students must feel safe on their campus before they can focus on education and pursuing futures beyond what they can imagine. Engaging students at every level in meaningful dialogue, directed at understanding the culture and climate of their respective campus and working together to meet their safety and security needs, is fundamental to their academic success. The District will explore methods and systems for continuous student engagement to meet their safety and security needs.

TIMELINE

Planning timeline for the Safety and Security Master Plan

Date	Activity
April 30	Steering Committee Meeting #1
May 1	Present to Principals at ATM
May 6	Present to Budget and Compensation Committee
May 12	*Board Workshop - Present Safety and Security Master Plan draft including project timeline*
May 13	Community Dialogue Meeting
May 14	Community Dialogue Meeting
May 15	Community Dialogue Meeting
May 19-25	Upload video and survey link for all stakeholders
May 22	Steering Committee Meeting #2
May 29	Safety and Security Master Plan in Board Packet
June 24	Safety and Security Master Plan Survey Feedback Provided to the Board of Trustees
July 21	*Board Meeting – Safety and Security Master Plan Proposal Update*
July 28	*Board Meeting - Consider approval of Safety and Security Master Plan*