



MEMO

To: Dr. Mark Silverstein, Superintendent

From: Dr. Danielle F. Sneathen, GHS Principal

Date: March 5, 2018

Re: Review of recent security drills

The Glassboro Public School district was randomly selected to participate in unannounced security drills on Tuesday, February 13, 2018. Glassboro High School and Glassboro Intermediate School hosted representatives from the New Jersey Department of Education, the New Jersey State Police, and the Gloucester County Prosecutor's Office. Our central administration, SRO, and building administration were shadowed during the drills so that the representatives from the state and the county could offer suggestions on how best to improve. They were very complimentary of our plans and were pleased with the drill for the most part, especially how quiet our students were. They offered the following suggestions:

- Give substitutes keys or the ability to properly lock down. It was agreed that magnets would be used to keep doors locked from the hallway.
- Be sure all staff ignore knocks at doors until the drill is released by emergency personnel/building administration.
- Lock the B wing entrance to the girl's locker room at GHS at all times.
- Keep all classroom doors locked all day so staff do not have to delay locking down when a drill/situation arises.
- Establish a way to cover door windows for emergency drills/situations.
- Fully cover window panels next to doors so students are not easily visible.
- Possibly install Velcro strips for push bar doors.
- Keep students/staff out of sightlines. A suggestion was made to place tape on the floor to establish a sight free zone from the door.
- Bolt all unused lockers. (Most were bolted.)
- Lock the entry door to both sides of the gym and both locker rooms at GHS.
- Disregard gender assigned rooms when locking the gym down and just get students into the closest locker room space.
- Install speakers in lavatories at GHS.
- Be sure teachers do a visual sweep of the hallway for students before locking down.
- Possibly install a punch code for the faculty room doors.

- Install a door buzzer at GIS from the office into the school.
- Be sure teachers greet students at the door of each classroom at the start of each class so all are fully prepared if an event arises during passing times.
- Have announcements override phone conversations so that all staff are aware of the drill/situation. This is especially critical in offices without speakers.
- Modify security window to reduce size of opening to prevent a breach.

The Glassboro Public Schools will be conducting a security plan audit in the summer of 2018 to be sure that common language is used in all plans throughout the district. The administrative team will debrief and collaborate over the summer to ensure all members of the team are equally prepared in the event of an emergency. The volume in the hallways and other common areas will be increased at both GIS & GHS. All staff members at both schools have been given the ability to make an all call announcement in the event of an emergency. The opening of the visitor window at GHS has been reduced in size.

Our district continues to work collaboratively with our school communities and local emergency personnel to be as prepared as possible in the event of an emergency. We take drilling seriously and we work to make sure our students do the same. Our Emergency Plans are living documents that are constantly reviewed and revised.