



## **TOWN OF LEXINGTON**

### **Department of Public Facilities**

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To: Paul Ash  
Lexington Superintendent of Schools

From: Pat Goddard, Director  
Department of Public Facilities

Re: Safety recommendations in response to recent tragedy in Sandy Hook, Connecticut

At your request, the nine school Principals have reviewed their capabilities to respond to an emergency resulting from an intruder intent on harming students and staff, and they have each developed a list of priorities for their school. I have reviewed these recommendations and developed a planned implementation strategy for your review and approval. Last week, I reviewed this plan with Chief of Police, Mark Corr, and Captain Joseph O'Leary. They support moving forward and they will advise us on some plans as needed. There are five parts to the plan.

### **Classroom Lockdown**

There is a need to standardize the hardware in each classroom so staff can easily and efficiently secure individual classrooms in the event of a call to shelter-in-place. The door exterior side keying strategy may be different for an elementary school than from a secondary school due to teacher mobility, but each classroom interior will have hardware installed that is keyed such that staff has a reliable means to lock the door when needed from inside the room.

I recommend that the source of funding for this security system work come from a combination of end-of-the-year DPF and/or school funds and FY 2014 School Building Envelope and Systems capital. Facilities will work with representatives from the schools to agree on the specific hardware to use.

### **Communication**

Reliability of communication equipment during an emergency was identified during the Readiness for Emergency Management for Schools (REMS) grant project as an area for improvement. Specific issues with telephones and public address systems will continue to be addressed through the facility work order system. The schools will continue to strive for improved communication with cell phones, walkie talkies and the new voice over internet

protocol (VOIP) phone systems as appropriate technologies are identified. In addition, facilities and the schools will work with the Police Department to identify if a direct emergency notification system can be implemented.

### **Access Control**

Access control for school buildings is critical for maintaining security. Capital funding is expected for FY 2014 to complete access control system implementation in all ten school buildings. With the implementation of this in all buildings, staff and employees can be issued photo identification cards that identify them as being authorized to be in the buildings. The cards will contain an individual electronic code, which when presented to a secure door card reader will allow access. Implementation of this system throughout the district, in combination with standardized policies and procedures on the wearing of ID's, visitor access, signing-in, and badging, will enable improved security in the buildings. Facilities staff will work with the individual schools on the implementation.

### **Security Cameras**

Capital funding is also expected for FY 2014 to complete security camera implementation in all ten school buildings. In combination with the access control system, security cameras enhance facility security. This has been demonstrated in the buildings that all ready have these systems by decreased amounts of vandalism and bullying. These systems are installed with password protected access over the intranet. Policies and procedures will need to be updated to identify when police access will be granted. Facilities staff will work with the individual schools on the implementation.

### **Shades**

A multi-year project to install shades throughout the district began in the 2012 fiscal year and additional funding is expected in fiscal 2014. These funds will be prioritized for first floor classrooms that have been identified as priorities for shelter in place. Facilities staff will work with the individual schools on the implementation.

There were a few other requests that were unique to individual schools that should be addressed through the work order system. With your approval, I would like to continue planning for this work and working with the appropriate personnel to implement the appropriate policy and procedures to insure clarity and understanding of the systems.

Please let me know if you have any questions.

Pat Goddard

cc: MaryEllen Dunn, Assistant Superintendent for Finance and Business  
Mark Corr, Chief of Police

LPS Security Recommendations

	Staff	Classroom Lockdown	Communication	Cameras	Access Control, IDs	Shades	Lighting	Other
Bridge	Erin Maguire	1 No locks on connecting doors	4	phones, PA not working	2	3		
Bowman	Mary Anton-Oldenburg	2	1	phones, PA, not	3			Keys, windows that open for egress, double door egress from K classrooms, system to alert teachers/staff
Estabrook	Rebecca Brogadir	1 keys, Master keys	2	walkie talkies	3	Card readers		film for rooms 26 & 27
Fiske	Tom Martellone	1 dead bolt inside			2	visibilty to visitors		
Harrington	Liz Fouhy/John Maxwell		1	PA in LCP walkie	2	entrance hardware		
Hastings	Louise Lipsitz	2 keys, dead bolts				3		loading dock hardware Grade 1 ext door
Clarke	Anna Monaco Jonathan Wettstone	1 dead bolt			3	Card access that our staff can swipe, buzz in visitors, parents, and deliveries.	shades for first floor rooms	
Diamond	Anne Carothers	1 dead bolt	5	cell phones that work Cafeteria phone copy room PA, cordless classroom phones, walkie talkies	4		6	7 parking lot
LHS	Laura Lasa	2 dead bolts, door stops		ID cameras, access to view images	3	visitor badges		3 lock down cards inconsistent
CO								
Proposed funding	Pat Goddard	FY 2014 Building Envelope - Install hardware in classrooms			FY 2014 Security Standardization: Photo ID's, procedures for access, door controls, cameras	FY 2013 & FY 2014 Window Treatments		