



Securing Administration Building

Expect great things.



SAFETY – Securing Administration Building - Introduction

Act 44 Guidelines requires the District to make a report to the Board in Executive Session on school entity safety and securities, to identify strategies to improve school safety and security and to submit this report to the state's School Safety and Security Committee by June 30th of each year. This report will be presented in May, 2019.

Today's presentation addresses only the security and safety needs of the Pittsburgh Public School's Administration Building located at 341 S. Bellefield Avenue.

SAFETY – Securing Administration Building - Objectives

- To provided a safe and welcoming environment for our Students, Parents, Visitors and Staff members.
- To increase safety in the Administration Building by establishing protocols and procedures that proactively protect staff working in the building as well as other District staff and members of the community visiting a department.
- To create and model a culture within the Administration Building that effectively balances safety and quality customer service over convenience.

SAFETY – Securing Administration Building - The Process Steps

- ALICE drill training and ALICE drill conducted for the Administration Building.
- Working team formed to build upon what was learned from the Administration Building's ALICE drill.
- Documented existing policies, procedures and practices related to: building visitor usage, staff with building access, time spans, zone access, and arming and disarming alarm privileges.
- Established recommended Staff policies and procedures for building privileges, staff access levels, time spans, zone access, and arming and disarming privileges.
- Established recommended visitor office hours and visitor protocols.
- Presentation to and approval from Executive cabinet.
- Finalize recommendations & set implementation date.
- Facilities verification of security system and installation of signage.
- Board Presentation and feedback.
- Communicate expectations and changes to all staff members and contractors.
- Communicate the to new protocols to parents, community members and visitors.

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SAFETY – Securing Administration Building - Definitions

- **Visitors** are defined as any person, staff or member of the public, who does not have badge access to the Bellefield Administration Building. (This excludes: Chiefs, Principals, Assistant Principals, Senior Program Officers, Executive Directors, Media/IT and Truck Transportation)
- **Administration Building Employees** are defined as employees that have badge access and/or occupy office space in the South Bellefield Administration Building.
- **Contractors** are defined as an individual who has been approved by the Board of Directors to work with the District. A contractor can have an office in the Administration Building or only visit for meetings.

SAFETY – Securing Administration Building - Staff

Current

- School Safety staffs Bellefield main entrance.
- Employees and Contractors with badge access do not always swipe in and out.
- Scheduled appointments are not required for non-admin building staff members and they can travel freely throughout the building.
- Metal detector at Bellefield main entrance used only during evening public meetings.
- Staff (building or other) are not required to wear ID badges.
- Alarming and disarming the building is inconsistent.
- Non-admin building staff can enter through Dithridge or Bellefield entrance.
- Staff can access all hallways on every floor until internal doors lock at 5PM everyday (if closed).



Future

- School Safety continues staffing Bellefield main entrance.
- Employees and Contractors with badge access must swipe in and out each time they enter or exit the building.
- Scheduled appointments are required for all non-admin employees (no badge access).
- Admin Staff must share appointment information with School Safety by emailing frontdesk@pghschools.org.
- Expand the use of the metal detector at Bellefield main entrance to include any non-admin employees.
- All PPS employees are required to wear ID badge at all times.
- Alarming and disarming is done by identified people.
- All non-admin building staff must enter through the Bellefield entrance.
- Staff must have badge access to enter hallways/floors during regular staff hours.



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SAFETY – Securing Administration Building - Visitor

Current

- School Safety staffs Bellefield main entrance.
- Visitors are required to sign in at the Bellefield main entrance.
- Scheduled appointments are not required and visitors can travel freely throughout the building.
- No standard visitor hours exist. They are different across departments.
- No lunch hours or protocols for departments welcoming visitors.
- Metal detector at Bellefield main entrance used only during evening public meetings.
- Visitors can access all hallways on every floor until internal doors lock at 5PM everyday (if closed).



Future

- School Safety continues staffing Bellefield main entrance.
- Visitors are required to sign-in, provide identification, and wear visitor badge at all time.
- Scheduled appointments are required for all non-admin employees (no badge access) and visitors.
- Admin Staff must share appointment information with School Safety by emailing frontdesk@pghschools.org.
- Implement consistent visitor hours exist across departments.
- Implement lunch hours and protocols for departments welcoming visitors for family-based services .
- Expand the use of the metal detector at Bellefield main entrance to include any visitors (except children pre-K).
- Visitors must be escorted from main entrance to visiting department by a staff member with badge access.



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SAFETY – Securing Administration Building

Hours and Access

Hours

- **Employee Hours:**

Monday through Friday: 6:00am to 10:00pm

Saturday: Closed to all employees (except permit exceptions)

Sunday: 7:00am to 1:00pm (privileged access)

- **Public Hours:**

Monday through Friday: 8:30am to 4:30pm

Saturday and Sunday: Closed



Access

Level #1: Administration building employee: 6:00am – 10:00pm.

Level #2: Executive Staff Level: Same as above plus Sunday 7:00am – 1:00pm (Chiefs, Board Members, Asst. Superintendents, Ira Weiss)

Level #3: Emergency Access 24/7: includes arming and disarming (Lead Tradesman, Security Staff, Custodial Staff, Supervisor of Custodial staff, Chief of Staff, Superintendent)

Level #4: Tradesman: Same as Level #2 plus Saturday 7:00am – 1:00pm with the building unarmed.



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SAFETY – Securing Administration Building - Timeline

Task		Deadline
Evaluation of internal doors		Completed
Review by Executive Cabinet – Follow-up Cabinet meeting		Completed
Order and install new signage		Completed
Presentation to Board Members		March 4th
Communication to Admin building Staff, non Admin Staff with badge access, PPS employee		March 8th
Communication to Families and Stakeholders		March 11th
Badge clearing and resetting		March 15 th & 16th
Resetting of internal doors		March 17th
Implementation date for new visitor and staff policies and procedures		March 18th

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