

ALAMEDA UNIFIED SCHOOL DISTRICT

Updated Facility Design Standards for Safety and Security

Board of Trustees Approved – August 8, 2023

Updated from February 28, 2017 Board Approved Version

QUATTROCCHI KWOK ARCHITECTS
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INTRODUCTION

In 2014, the voters of the Alameda City Unified School District (AUSD) passed bond Measure I and in 2022 Measure B. Upon passage of Measure B, AUSD requested Quattrocchi Kwok Architects (QKA) to work with a new District Safety and Security Committee to review and update the February 28, 2017, Board approved Districtwide Safety and Security Standards. This document is the result of that effort.

Costs and Budget for Measure I projects:

The budget for each project listed in the Measure B Ballot Proposition is an estimate and may be affected by factors beyond the District's control. The final cost of each project will be determined as plans are finalized, construction bids are awarded, and projects are completed. Based on the final costs of each project, certain projects may be delayed or may not be completed with Measure B funds.

The Safety and Security Committee

The Measure B UPDATE to the Safety and Security Committee is composed of District Staff, School Administrators, and Alameda Fire Department personnel. This committee met two times to develop these Updated standards. The original 2015 to 2016 Safety and Security Committee met five times. The findings and recommendations of this report are the result of the recommendations of the AUSD Safety and Security Committee over the course of these meetings. All notes from the meetings are contained in an appendix at the end of this document. The intent is not to define exactly what facilities each school campus will have, but instead, to provide a clear set of generalized facility standards that can be adapted to each campus. Further, the intent is that these standards can be applied as individual safety & security improvement projects throughout the district or implemented as part of broader campus modernization projects for each campus. Thus, the standards can be implemented in a way that coordinates with the Districtwide master plan while at the same time allowing for flexibility in scheduling.

Standard Operating Policies and Procedures

In addition to these standards regarding safety and security for facility design, the AUSD Student Services Department has independently partnered with Alameda Police Department to develop safety and emergency procedures and protocols. It is critical that AUSD District and school staff implement and consistently enforce clear and comprehensive standard operating policies and procedures (SOP's). Periodic training and updating of these SOP's is also recommended for both staff members as well as students. Even the best of safety and security-oriented facility upgrades can be undone if policies and procedures are not understood and followed on a regular basis.





ACKNOWLEDGEMENTS

The task of developing the AUSD UPDATED Safety and Security Standards could not have been accomplished without the dedication and contributions of the members of the 2022 Safety and Security Committee. We would like to take this opportunity to thank the following people for their contribution of time, leadership, and direction necessary to develop these Standards:

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APPLICABLE STANDARDS AND REGULATIONS

The District Wide Safety and Security Standards were developed in the context of and with reference to a variety of existing standards, requirements, and policies.

California Department of Education (CDE)

CDE and the California Education Code provide guidelines and standards for Educational Facilities. The recommendations and decisions of the committee shall be configured and implemented in such a way as to meet the intent of the committee while meeting the requirements of these CDE facilities standards. It is the intent of these standards for all schools to comply with CDE facility requirements.

Division of the State Architect (DSA)

Projects for all school construction, renovations and additions are required to meet the standards and regulations of the Division of the State Architect. Requirements for California Building Code compliance, as well as the Americans with Disabilities Act (ADA) and requirements for emergency vehicle access will be addressed in the development of all projects. All modernization or new construction projects will comply with the requirements of the current edition of the California Building Code as adopted by DSA.

AUSD Mission, Core Values and Goals

The process of developing the District Wide Safety and Security Standards and this document were developed within the framework of the established direction and philosophy of AUSD, as summarized in these documents.

PURPOSE

The purpose of the District Wide Safety and Security Standards is to guide Facilities design across the District. The standards are intended to address the typical issues and problems at each type of school and their specific facility's needs. They are intended to provide a standard level of safety and security measures to help ensure equity among campuses throughout the District. These standards will serve as a starting point for campus specific modernization and improvement projects to be undertaken at each site.

Student safety and security is a primary concern of AUSD and an important consideration in any facilities decision. There is a fundamental need to maintain the school as a safe space for students and was the primary focus of Committee discussions. The Committee also discussed the need for school campuses to feel open and inviting while maintaining security. Controlling the connection between the campus and the community and between spaces on each campus is also an important part of maintaining security and supervision on a day-to-day basis. One of the main themes for the Committee was the need to strike an appropriate balance between the need for security and the need for openness and connection

DISTRICT WIDE STANDARDS FOR SAFETY AND SECURITY

Secure Perimeter Fencing and Gates

Fencing: Each school campus shall have a fenced and secure perimeter. Perimeter security should allow for only one primary point of entry, at the main office, during school hours. Except at the front of school (see below), general perimeter fencing shall be chain link metal fencing, six feet tall, except for specific athletic fields requiring taller fencing for ball-control.



Chain link perimeter fencing

Gates: There can be a number of perimeter gates for use during non-school hours, including drop off and pick up times. This can vary on a site-by-site basis. Operational policies are necessary to manage when gates are opened and when they are locked. Unlocked *Cane-Bolts* on the campus side of gates can be used where allowed by code – particularly for remote field gate to allow easy operation without the maintenance issues of panic hardware.



Gate with exit device for safe dispersal.



Cane Bolt Option – Where allowed by code

Wherever possible the campus buildings shall be used to create a secure perimeter to minimize the use of fencing and present a more inviting image to the community. Fencing shall be a minimum of six feet tall and include lockable gates. Fencing design shall minimize the number of gates to make securing the school as easy as possible, while still providing needed access gates. The secure perimeter shall include field and asphalt play areas.



Higher fencing for sports and ball control

Access to fields and playgrounds: Community access will be provided to all fields and playgrounds. Gates shall be provided in the perimeter fencing and be capable of being unlocked at the end of the school day to allow community access.

Front of School Fencing and Gates

While the general perimeter fencing should be chain link metal fencing, it is the goal of the committee that the front of the school should have a more visually pleasing fence and gate design. Thus, durable, ornamental metal fencing should be specified. The height of six feet should be maintained.



Ornamental fencing

The Primary Entry Point Fencing and Gates

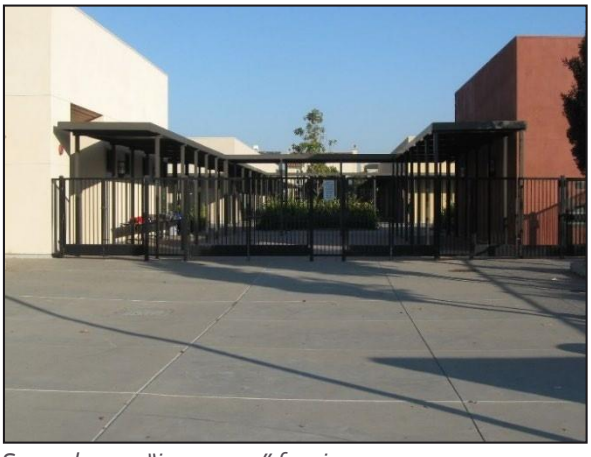
The primary entry point should be easily identified through a combination of unique architecture and signage. While being mindful of cost, this fencing and entry gate assembly can be uniquely designed for each site. The primary point of entry may be more elaborate than the front of school fencing specification. While maintaining budget, it may include archways, arbors, identification lettering and the like.



Primary entry point fencing and gates

Secondary or "Inner Core" Fencing and Gates

A second line of fencing may be provided to separate the buildings, courtyards, and spaces around the buildings from the general field and play areas to prevent vandalism and theft at the buildings during non-school hours. However, this is a secondary concern and should be addressed at each campus on a case-by-case basis. The design of this fencing can be chain link or ornamental, and its height can be less than six feet tall.



Secondary or "inner core" fencing

Community Involvement for Fencing: It is advised to engage the community (adjacent homeowners, etc.) in the design process for perimeter fencing.

Location of Administration

The Administration area should clearly serve as the point of entry to the school. At the point of entry, the Administration area should have a lobby or waiting area for parents and visitors with a reception desk or counter that faces the entrance and windows onto the main entry approach.

Some campuses have existing reception and administration, and spaces that are not near a campus entry. This is a long-term goal and not all administration offices will be relocated under the current bond. When economically practical, and potentially via future funds, the administration should be relocated to the primary point of entry to the campus. Whenever practical, the Administration area should also be centrally located to provide good visibility for campus supervision and for easy accessibility by students.

It is desirable for the reception counter or desk to provide a barrier between visitors and the remainder of Administration with a swing gate or other barrier. The reception area should have restrooms and lockable storage for guest's possessions so that visitors do not have to enter the administration office space in order to access these facilities.



Windows on entrance for good surveillance of visitors

Windows

Placement: In addition to improving daylighting and quality of space, windows should be placed for improved campus supervision so occupants can see out onto approaching walkways and outdoor gathering areas. Additionally, windows shall allow visual access to the occupants as a means of surveilling the activities within the space. Landscaping should be maintained and trimmed in order to maintain lines of sight to and from walkways, gathering areas, and parking areas.



Windows on outdoor gathering areas

Door vision and sidelights: All office, conference rooms, and classroom doors should be provided with a window or sidelight for visibility of the outside of that door.

Window Shades: All windows (including, whenever practical, in entry doors) shall have functioning shades which can be closed easily to prevent visibility into classrooms from the outside.



Window shades block views into rooms

Safety Glass and Security Film: With an increased concern for student injury caused by broken windows and classroom vulnerability, the Committee discussed glazing options in classrooms. The type of glazing products used for each school will depend on window location and budget – with budget being a significant determinant. There is a variety of safety glass products on the market today, each offering a differing level of security and cost implications. Below, in order from most secure and most expensive to least, is a summary of options discussed. Bullet resistant glass was discussed and determined to be technically infeasible due to the prohibitive cost. Depending on each sites specific circumstances and project budgets, below are options selected by the committee and intended to help protect against unlawful entry as well as injury due to broken glass.

Laminated Safety Glass: Laminated safety glass (such as that produced by School Guard) is an expensive enhanced laminated glass product consisting of outer layers of glass with a custom security strengthened substrate core. Some tests show that this type of safety glass holds together longer then laminated glass when shattered, and is thus intended to slow down intruders.

Laminated glass: Laminated glass holds together when shattered. In the event of breaking, it is held in place by a factory installed interlayer between two or more layers of glass. The interlayer keeps the layers of glass bonded even when broken, and its high strength prevents the glass from breaking up into large sharp pieces. Glass at all elevator hoist ways and car enclosures, sloped glazing, and skylights is required to be laminated per the California Building Code.



Laminated glass breaking pattern

Tempered glass: Tempered glass has increased strength and will usually shatter in small, square pieces when broken. It is used when strength, thermal resistance and safety are important considerations. Tempered glass is a building code requirement for locations within doors, directly adjacent to doors, and below 30" above the ground. In some tests of extreme impact, such as baseball bat strikes, this glass can break.



Tempered glass breaking pattern

Security window film: Security window film (such as that manufactured by 3M and others) is a field-applied film intended to function like laminated glass. This film is applied to existing or new glass surfaces in order to hold the glass pieces together when shattered, similar to laminated glass. This film

is susceptible to damage due to its placement of the exposed surface of the glass, and thus may require some level of maintenance over time. There is controversy over the use of security window films on new window frames. Some manufacturers indicated installing security window films to their products will void the factory warranty. Use of these films on new windows requires research into the implications on the window manufacturer's warranty. Alameda Fire Department takes no exception with the use of this film.



Glass with security film breaking pattern

Doors and Locks for Access Control:

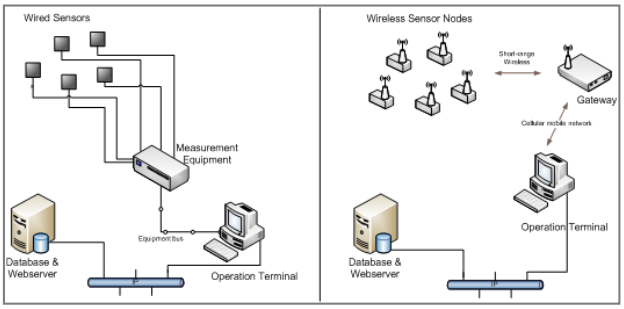
Electronic Keycard Systems:

A keycard lock is a lock operated by a keycard, a flat, rectangular plastic card with identical dimensions to that of a credit card that stores a physical or digital signature which the door mechanism accepts before disengaging the lock. There are several common types of keycards in use, including magnetic stripe, smart card (embedded with a read/write electronic microchip), and RFID proximity cards. These keycards are monitored and controlled by a security monitoring system, which is discussed later in this report.

Keycard Locations: Whenever there is a primary point of entry into a building that houses assembly occupancies (administration entrances, multi-use, gym, library, etc.), or multiple office or classroom spaces, the primary entry doors shall be equipped with an electronic keycard system, also known as Proximity Card system, that is connected to a campus or district wide monitoring system. Examples of assembly occupancies are administration reception areas, and areas most commonly used after hours including multi-use rooms, gymnasiums, aquatic centers, and libraries. The keycard shall be the "smart-key" type allowing it to be activated for specified amounts of time, associated with particular users, and deleted from the system should it be lost or stolen. The monitoring software selected should be as flexible as possible to allow for growth of the system to potentially include individual classroom, office, and storage room doors to the system.

Keycard readers can be installed as hardwired units (physical connection to the server via conduits), or as wireless units that operate over a Wi-Fi network

The hardwired version is more expensive to install and provides continuous "real time" communication to the server. Wi-Fi versions are less expensive to install, function on batteries, and communicate with the server on regular scheduled intervals programmed by the District. Neither version functions during power outages, nor both can be programmed to be fail-safe (unlock in the event of a power outage) or fail-secure (lock in the event of a power outage). It is the recommendation of these standards that the AUSD contract with door hardware and security consultants to develop the District specifications in this regard.



Hardwired *Wireless*

Storage Rooms with Sensitive or Expensive items:

Such as nurse's offices where medication is stored, computer and server rooms, etc., may also have the keycard system at the point of entry.

Security Locks

All office, conference room and classroom doors shall have hardware that allows the door to be locked from the inside without having to open the door to lock it. There are currently two versions of this device on the market, one that can be locked

from the inside with a key, and the other that can be locked from the inside with a push button. It is important to note that both versions are code compliant. Currently, in the bay area there are school districts that have chosen the push button version of this device, while QKA's experience has solely been with school districts that have chosen the keyed option.

On November 11, 2015, the Board approved the standards enclosed in this document which at the time included push button locks. Following that approval, QKA and staff further researched the classroom locks as approved in the initial standards. The committee was reconvened on December 16, 2016, to discuss the research compiled and to decide on a potential change from the inside push button lock to an inside keyed lock.

Due to the discussion and findings, the committee voted to change the classroom lock standards. On February 28, 2017, the Board of Education approved the amended District Wide Safety and Security Standards to include keyed double-sided locks.

Non-occupied spaces, such as, Janitor and non-sensitive storage spaces: Per the direction from the Maintenance, Operations and Facilities (MOF) Department staff, these spaces shall be lockable, but these non-occupied spaces do not have to be equipped with the security hardware mentioned above.

Doors with Panic Hardware: Exit doors from science classrooms, classrooms over 1,000 square feet, and all assembly spaces are required to have Panic Hardware on the interior of the doors per California Building Code and DSA. A Panic Hardware exit device is a device for unlocking a door during emergency conditions when the intent is for occupants to exit quickly. When the lever is either pushed or depressed from the inside, it activates a mechanism which unlatches the door allowing occupants to leave quickly from the building. The inside cylinder should be keyed so that a key will operate it. Hex or Allen wrenches shall not be utilized in lieu of a key. While these devices require a key to lock from the inside (there is no push button equivalent) they do meet the requirements for classroom security function and for emergency exiting.

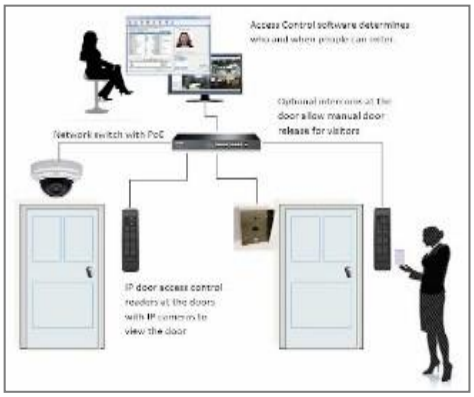


Panic Hardware on inside of exit doors

Exterior Doors: Exterior doors shall be heavy duty Fiberglass Reinforced Panel (FRP) door construction and include heavy duty strike plates at the jamb. All doors will be specified as part of the district design standards that are beyond the scope of this report.

Security Management System

A Security Management System (SMS) shall be provided that will operate, control, monitor and record events and activity generated by electronic physical security system devices deployed throughout the District. The SMS shall be a server-based software platform that seamlessly integrates to and operates with access-controlled doors, intrusion alarm system, and the video management system. The SMS shall communicate with devices and systems via a security VLAN established on the District's Ethernet network backbone. The SMS shall utilize architecture that allows system users to monitor activity in real time, control electronic door locks and devices in real time, and review stored alarm activity and captured video on demand. The SMS may also serve as the ID badging system for the District.



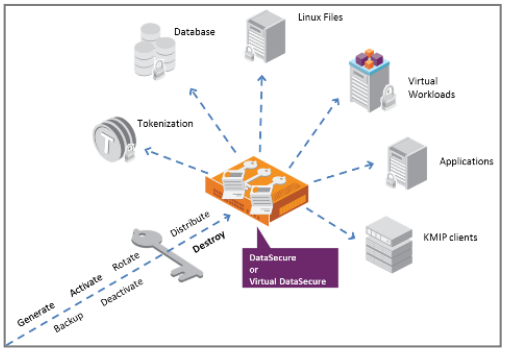
Integrated Video and door monitoring systems

Key management:

Policies and Procedures: A Key Management Policy should be established in order to help protect the life, property, and security of the school district facilities and all its occupants. It shall serve as the framework by which all keys and access credentials will be managed, issued, duplicated, stored, controlled, replaced, and accounted for by the Maintenance, Operations and Facilities Department. This policy should be adopted at a district level to allow full and complete implementation and enforcement.



Management System: There should be comprehensive, integrated key management system that can be tied to the security monitoring system and the electronic keycard system.
In order to develop this District wide key management standard, the MOF should consult with a door hardware consultant with an expertise in key management systems, policies and procedures.



Key management systems

Video Surveillance

Some schools currently have limited video surveillance systems. Additional video security systems are a strong desire of the committee to deter criminal and destructive activity and to assist in the identification and prosecution of those who do engage in destructive or criminal activity. The video should be recorded digitally and stored at the District's data center. It was agreed that notification of video surveillance should be sent home with each student at the beginning of each school year, and that signage be installed at each site, at primary entrance points, that clearly state that video surveillance is employed at the site.

Locations: Video monitoring should be provided at select locations at each campus. Site specific locations should be coordinated with each school's principal and with MOF staff. Locations of first priority are: primary entrances, student gathering areas, bike racks, locations where money is exchanged, book/backpack locker areas, and cafeterias.

Video Software and Storage: The software system should be integrated with the door monitoring software, or one in the same. Refer to District Design Standards for specific specifications. Video recordings shall be stored at the District's Data Center. Video should be fed back to the District Data Center, and available for up to two weeks on select computers. Password access should be required for access. It is strongly recommended that the video be accessed only over a secure VLAN network.

Locations of Servers: At campuses that have a large number of cameras (high school campuses for instances) it is recommended that there be central servers located on-site. The elementary and middle schools, with smaller numbers of cameras, can be served by a remote server located at the District Data Center.

Privacy Issues: It was suggested that this issue of video monitoring be reviewed with the District's legal counsel prior to pursuing so that issues, such as, privacy can be correctly addressed.

Signage: Each campus that utilizes video surveillance should have clear signage indicating that visitors and occupants will be under video surveillance. The exact text and location of signage shall be developed with the advice of District legal counsel. The exact location of signage shall be determined on a case-by-case basis with MOT but should be at primary entry points and gathering points at a minimum.

Operating Procedures: Operating procedures need to be established at each site for emergency situations. This will be mentioned in the safety and security standards but the procedures themselves are beyond the scope of those standards.



Radio Coverage

Due to limited cell phone coverage throughout the District, many site staff members communicate via two-way radios during school hours and special events, such as, sporting events. The purpose of much of this communication is safety, security, and crowd control. Therefore, it is imperative that strong radio signals be available at all campus facilities. Each site should be assessed for adequate radio coverage by MOF staff. If weak or non-existent signals are identified, repeating devices and or transmitters shall be installed in order to provide adequate coverage.

Intrusion Alarm System

Each campus shall have an Intrusion Alarm System that will be comprised of door and window alarm contracts, motion glass break detectors, and glass break detectors connected to and controlled by an alarm panel/dialer. The alarm panel/dialer shall be connected to a telephone line for connection to an alarm monitoring service provider. It will also be connected to a District's SMS via the security VLAN to allow the campus, buildings and/or zones to be alarmed and disarmed remotely and on time schedules. The SMS integration requirements make it imperative that the Intrusion Alarm System be compatible with the SMS and of a consistent manufacture throughout the District.

Fire Protection System

Fire alarm systems and smoke detectors shall be brought up to current code standards per Division of the State Architect requirements. Wherever possible an automatic single system shall be created on each campus. Where multiple systems occur on a campus they should be connected together (as stated in the AUSD Education Specifications). New buildings shall have new code compliant fire sprinkler systems as required by the Division of the State Architect.

Site Lighting

Site lighting for safe walking and ease of supervision shall be provided at the buildings, parking lots, and paths of travel

This lighting should be connected to a programmable time clock. This programmable time clock can be programmed for general evenings, weekends, special events, etc.

The system should include motion sensors that are dim and brighten upon sensing any motion.

Campus security lighting that is motion sensor activated was requested to specific places of concern at each campus and may vary from campus to campus.



Site lighting

Communications

Each classroom on every campus shall have an effective and operational two way communications system. The communication system needs to provide the ability to contact 911 directly from all devices and to broadcast announcements to all areas of the campus simultaneously, including, all teaching spaces, assembly spaces, offices, and outdoor areas. It should be accessible to make these announcements from anywhere on campus. The system shall also provide the ability for District office staff to notify other school sites in an emergency. It was agreed that this system should be Voice over Internet Protocol (VoIP) system at each campus. This system shall be intergrated into the clock, bell, and speaker system if possible.





Building Identification Signage

Each school should be clearly identified by monument or wall mounted signage. Individual buildings should also be clearly marked (numbered) with signage placed high on buildings so that landscaping or other amenities/objects cannot obstruct the view of visitors or emergency response personnel.

Each building "address" (letter or number designation) shall be kept up to date and current within the District security systems, as well as, with emergency response agencies such as police and fire.



Building Identification signage



Building address signage

Lockable Storage

Each campus shall have secure, lockable areas, cabinets or rooms for technology storage, chemical and classroom equipment storage, as well as, storage for personal items for staff, faculty, and visitors. For visitors this storage should be located near the front of the reception area to limit visitor's access to staff and student areas unless otherwise authorized. Additionally, secure lockable storage should be provided at all nurse stations for the securing of medications, epi-pens, etc.



Lockable storage



Lockable chemical storage

Identification Badging

Visible Identification badges should be worn by all District staff while on any site. This includes District contractors. While something requiring further consideration, it may be desirable when MOT staff or volunteers are on site that in addition to visible I.D badges, they also wear colored vests for easy identification.

Disaster Preparedness

Emergency supply containers shall be fully stocked and located at each school site. The location of emergency supply containers or sheds should be at or near the "safe dispersal" areas and away from structures. Containers should not be used for general storage per the advice of the Alameda Police Department. These areas should be separate from any "command central". Further, temporary command centers should be located upwind from airborne hazards.

Alameda Police Department also advises that every school site should have a Community emergency response training (CERT) plan. The CERT plans are procedural items that are to be developed outside this facility safety and security standards due to the confidential nature of their content.

Collaboration with Alameda Police & Fire Departments

AUSD is currently and continuously working with APD to review safety at each school site. It is appropriate for this collaboration to continue and be revisited on a regular basis.

Security Measures and Lockdowns

The District has worked closely with the Alameda Police Department to develop security measures and procedures for intruder and emergency situations. Due to the confidential nature of information contained in the security measures they are not duplicated here at the request of the Alameda Police Department representative. Authorized parties should refer to AUSD's Emergency Action Plan (EAP). It is worth repeating that ongoing training and continual enforcement of operating procedures are critical to the security measures discussed in the EAP.

Site and Building Safety Issues

There are a variety of ongoing safety issues that should be addressed on a case by case basis and that generally falls under the following two categories:

Maintenance: Should safety issues arise from maintenance items, such as, graffiti, broken fences, broken windows, damaged door hardware, faulty railings, etc., these items should be of the highest priority for the MOF staff to address.

Design: As the District moves forward with implementing the current and future bond programs, a primary focus of any facility assessment and modernization project should consider and address whenever possible any existing facility design issue that present a hazard or safety issue. These include but are not limited to the following examples: Roofs that are easily accessed, alcoves that are difficult to monitor, large elevation changes that lack proper guard-railing, and designs that allow for skateboarding or similar potential hazards.

Metal Detectors

Some school districts have chosen to utilize metal detectors at the primary entrances to some of their campuses, although, QKA has not been involved with any of these projects.

Additionally, the current AUSD Education Specifications addresses the potential for metal detectors, stating that in certain circumstances, it may become necessary to consider installing metal detectors at High School main entrances.

This may be considered on a site-by-site basis if approved by the Board of Trustees, and community input should be considered. At this time, no recommendations is made to add metal detectors.



Fencing creates easy opportunity to climb onto roof



Unrepaired window creates hazardous condition

Parking and Drop-off

Parking and drop off has been addressed in the District Education Specifications and in the May 27, 2014 AUSD Facilities Master Plan (FMP). Consistent with those documents, new or updated parking and drop off are recommended to improve site safety. Not all sites have the space to add parking and drop off but where possible and when budget allows a safe site-specific parking lots and drop off loops should be provided at elementary and middle school campuses. The drop off loop should be separate from the parking areas and the bus drop off areas where possible. Safety procedures should be in place and efforts should be made to ensure parents and students follow safety procedures.

Bicycle Storage

Provide visible, lockable storage area for bicycles at the front of school and away from vehicular traffic in lockable fenced area. Situate so that it can be visible and supervised from adjacent buildings.

The Alameda County Safe Routes to Schools

(Excerpted from the AUSD Education Specifications) AUSD participates in the Safe Routes to School program with the Alameda County Transportation Commission. The Safe Routes to School program is a collaborative program where multiple agencies work together to ensure that students have a safe path to and from school campuses. The program evaluates school campuses, identifies issues with the routes to the school, and works with the agencies involved to design and implement solutions to those problems. AUSD has worked collaboratively with the City of Alameda on a number of Safe Routes to School projects and continues to actively work with the program to address all of the school sites.



Student drop off



Student drop off



Bicycle storage

SITE SPECIFIC SAFETY AND SECURITY MEASURES

Measure B is based on the July 2022 "Addendum to the June 10, 2014 AUSD Facility Master Plan:, which identified renovations, modernizations, and repairs needed in AUSD's school sites.

Overlapping projects:

In addition to District Wide Safety and Security measures discussed in the preceding sections of this report, the Measure B bond also identifies Safety and Security Projects that overlap with site specific renovations, modernizations, and repairs. These overlapping projects will vary according to the conditions and needs at each site and may be implemented as stand-alone projects or as part of larger site modernization projects as identified in the Addendum to the 2014 Facilities Master Plan . These Include:

Accessibility: As budgets allow, site facilities should be modernized to meet current DSA and building code standards for accessibility for people with disabilities, including providing barrier free paths of travel and building access.

Portable Buildings: Many portable buildings throughout the District are beyond their service life and no longer meet minimum standards for student use, including, minimum standards for health, safety, and academic standards. As budgets allow portable buildings that fall below these minimum standards should be removed and replaced with permanent classrooms.

Hazardous Materials: All school buildings under Measure B should be reviewed in order to determine if and where hazardous materials, such as lead paint and asbestos, exist. Projects should be implemented to lawfully remove these materials and replace them with new, safe materials that meet the current AUSD material design standards. Coordination with AUSD Compliance personnel is required for each project to review current report status for buildings within each project.

Earthquake Safety: The Division of the State Architect requires that any school building intended for student use must meet strict earthquake (seismic) structural standards. All buildings within AUSD used to house students shall meet these standards. Further, any modernization project to any school building shall endeavor to enhance structural integrity of the building.

APPENDIX A

Safety and Security Meeting Notes

The following pages contain the meeting notes from the following meetings:

Meeting Notes From 2022 **UPDATED** Facility Design Standards for Safety and Security Committee

- Update Committee Meeting #1 October 2, 2022
- Update Committee Meeting #2 October 18, 2022

Meeting Notes From Original 2015 to 2016 Facility Design Standards for Safety and Security Committee

- Committee Meeting #1 May 19, 2015
- Committee Meeting #2 June 2, 2015
- Committee Meeting #3 June 16, 2015
- Meeting with door hardware consultant, July 8, 2015
- Meeting with door hardware and security consultants, August 6, 2015
- Committee Meeting #4 September 15, 2015
- Committee Meeting #5 December 16, 201

December 16, 2016, Facility Design Standards for Safety & Security Committee Meeting

QUATTROCCHI KWOK
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4 October 2022

Alameda USD Safety & Security - Meeting Number 1 Notes

Zoom Meeting, 1:00 PM

Attendees:

Name	Organization	Email
Robbie Lyng	AUSD	RLyng@alamedaunified.org
Bernadette Gard	AUSD	BGard@alamedaunified.org
Shariq Kahn	AUSD	SKhan@alamedaunified.org
Dani Krueger	AUSD	DKrueger@alamedaunified.org
Monty Patterson	AUSD	MPatterson@alamedaunified.org
Susan Davis	AUSD	SDavis@alamedaunified.org
Greg Sahakian	AUSD	gsahakian@alamedaunified.org
Robyn Odell	AUSD	rodell@alamedaunified.org
Michael Lee	AUSD	milee@alamedaunified.org
Carrie Berg	AUSD	cberg@alamedaunified.org
Sheila Sathe Warner	AUSD	SSatheWarner@alamedaunified.org
Justin Hearn	Alameda Fire Marshal	jhearn@alamedaca.gov
Steve Floyd	Alameda Assist. Fire Marshal	SFLOYD@alamedaca.gov
Mark Quattrocchi	QKA	Markq@qka.com
Joel Williams	QKA	joelw@qka.com
Not Attending and Copied on Notes:		
Robert Ithurburn	AUSD	RIthurburn@alamedaunified.org
Yvonne Wright	AUSD	ywright@alamedaunified.org
Kristen Zazo	AUSD	KZazo@alamedaunified.org

Introduction

Shariq explained the purpose of the Safety and Security Committee, dating back to the Measure I Bond. The previous group formalized their recommendations into a set of recommendations that were adopted by the Board of Education to use as a roadmap to guide decisions on the projects executed with Bond funding.

The current Committee is convening now to review the previous recommendations and making any updates that are relevant to current needs.

Personal introductions were made.

MAIN:
636 Fifth Street, Santa Rosa, CA 95404
EAST BAY:
55 Harrison Street, Suite 525, Oakland, CA 94607
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A California Corporation
www.qka.com

Background of Existing Plan

Mark walked the group through the existing Facility Design Standards for Safety and Security, dated February 28, 2017.

The document is an overarching set of principles for the entire district, not meant to specifically direct actions for each specific campus. Rather, they should be used to inform the decisions that are made in the context of each unique location.

Key Topics:

- Fencing and Gates
- Location of Administration
- Windows, window covering, glazing types
- Door Hardware, Electronic locks, Security Locks, Panic Hardware, Security Management Systems, Video Surveillance
- Site Lighting
- Communications
- Building ID Signage
- Lockable Storage
- ID Badging
- Disaster preparedness
- First Responder Collaboration
- Metal Detectors
- Parking & Drop-off, Bicycle Storage, Safe Routes

It was asked about who the responsible party is for ensuring these standards are followed. Mark explained that the District Facilities Department has the primary responsibility, along with the architects working on the projects at each campus.

Fencing and Gates

Mark explained in a bit more detail how the topic of Fencing and Gates has been managed previously. Most district school's will have a complete, secure perimeter fence. This is primarily done with 6- to 8-foot-high chain link fencing, except at key entry sides and entry gates where ornamental metal fencing is more often used. Fences are less likely to stop all from achieving access to a site and are more about providing direction to areas where they should/should not go. This is accomplished by providing primary access gates that stand open during school hours to direct visitors to access the site in a consistent and more easily managed manner.

There was discussion about the expectation for providing panic hardware on perimeter gates. Mark explained that we would always provide panic hardware for gates where the code requires it, but also pointed out that areas of refuge create an environment where panic hardware is not required for certain, often remote, gates and would be evaluated on a case-by-case basis. This would be determined by age of students, supervision, context outside the perimeter fence, etc. One of the challenges of panic hardware on the exterior is the maintenance aspect – especially in Alameda's marine environment.

Sheila mentioned recently running an ALICE drill at Lincoln, involving an active intruder, and making decisions about whether to evacuate or hunker down. She pointed out that there were significant bottlenecks with getting students out of the campus in the case of an intruder on campus. Even where gates are provided the narrowness can create problems for large numbers of students to escape safely.

QUATTROCCHI KWOK
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18 October 2022

Alameda USD Safety & Security - Meeting Number TWO Notes

Zoom Meeting, 1:15 PM

Attendees:

Name	Organization	Email
Robbie Lyng	AUSD	RLyng@alamedaunified.org
Shariq Kahn	AUSD	SKhan@alamedaunified.org
Dani Krueger	AUSD	DKrueger@alamedaunified.org
Monty Patterson	AUSD	MPatterson@alamedaunified.org
Susan Davis	AUSD	SDavis@alamedaunified.org
Greg Sahakian	AUSD	gsahakian@alamedaunified.org
Carrie Berg	AUSD	cberg@alamedaunified.org
Sheila Sathe Warner	AUSD	SSatheWarner@alamedaunified.org
Robert Ithurburn	AUSD	RIthurburn@alamedaunified.org
Yvonne Wright	AUSD	ywright@alamedaunified.org
Mark Quattrocchi	QKA	Markq@qka.com
Not Attending and Copied on Notes:		
Kristen Zazo	AUSD	KZazo@alamedaunified.org
Robyn Odell	AUSD	rodell@alamedaunified.org
Michael Lee	AUSD	milee@alamedaunified.org
Justin Hearn	Alameda Fire Marshal	jhearn@alamedaca.gov
Steve Floyd	Alameda Assist. Fire Marshal	SFLOYD@alamedaca.gov
Joel Williams	QKA	joelw@qka.com
Bernadette Gard	AUSD	BGard@alamedaunified.org

Shariq started the meeting. Mark confirmed that notes from the last meeting were emailed and asked if there were any comments. There were no comments by committee members on those meeting notes.

Fencing and Gates

Mark reviewed the committee left off on gates and fences from the last meeting and particularly regarding allowing an option of using "Cane Bolts" for more remote gates that do not require panic hardware or accessibility.

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While Alameda Fire Marshal Justin Hearn was unable to attend, he sent an email on the Cane Bolts as follows:

> *There is nothing in code on cane bolts. CFC 503.5.2 states security gates have to accessible by Fire being able to cut lock or chain with bolt cutters.*
>
> *Also, unable to find anything on area of refuge in regards to a field or outside area.*

The conclusion was to allow these Cane Bolts and to ensure they are installed with a metal insert in the ground to better ensure the receiving hole did not fill with dirt.

One other gate comment made was recognizing that a gate currently identified as only for maintenance and not required for existing may one day become a desired gate because of a future area of unification. Principals would inform district staff in that event.

There was continued discussion on how the Gates and Fencing Standards are implemented in high schools versus other schools – because of the more common coming and going of students, plus some significant design challenges at the two comprehensive high schools. The committee concluded there may be a greater degree of openness for high schools, but attempts should continue to improve that. For example, it is thought that the Oak and Central Avenue sides of Alameda High School could have more robust fences and gates to provide greater enclosure.

Review of Remainder of Standards
Mark continued with a review of the February 27, 2017, AUSD Safety & Security Standards. If sections of the Standards are not commented on below, it means that the committee had no comments or changes for this update.

- Location of Administration: There was discussion on providing remote controlled locks to administration front door and video camera to "buzz" a person in. Some AUSD schools are locking the administration front door now. The committee concluded this was not a desired method for admitting people during the school day, as it sends the wrong message and would not stop an active intruder – the tragedy at Sandy Hook Elementary School is an example of that. Focus should be on, if necessary, relocating administration to easily observe who enters the campus. There should be continued District discussion on the practice of some school locking their front doors, as it sets up schools to have different standards for entering campus that potentially sends the wrong message to the community about some schools.

- Windows: The committee wanted to change the section title of "Window Blinds" to "Window Shades," as the district standard is to use roll down shades. Blinds imply poor performing "mini-blinds." The Committee also express a concern for teachers adding paper, especially at classroom door windows and sidelights. Add language to dissuade this.

  While not a safety issue, the committee recognized there may be instances where the roller blinds have different degrees of opacity depending on solar orientation or in some cases to offer a regular shade that allows some daylight but no view in, plus a blackout shade.

- Electronic Key Cards: Discussion on where to use these and it was concluded as follows:

  - Entrance doors to buildings that may be used in evenings such as gym, multipurpose, aquatic building, and library.
  - Classroom buildings where there are exterior corridor entry doors and then individual classrooms off the corridor, but not at individual classrooms doors even if they face an outdoor entrance.

- Video Surveillance: The committee asked if cameras are being used now for AUSD schools. Shariq confirmed that there are about 60 to 65 video cameras for the high schools and that the middle schools are underway. The elementary schools will be next. There were no changes proposed for Video in the standards.

- Drop-Off: The committee directed that new or modified school drop-off areas be coordinated with the City of Alameda. The City is looking at the areas around schools for traffic safety and for the number of curb-cuts, as that has an impact on sidewalk accessibility.

The committee concluded that the comments in these two meetings reflect all proposed changes to the Safety & Security Standards. Mark agreed to provide a draft update of the AUSD Safety & Security Standards using Track Changes in Word, to make it easer to see where changes were made.

Action Items

Mark to issue meeting notes and separately release the draft updated Standards.

Distribution by email to attendees & others listed on committee but not in attendance.

Next Meeting Date: No future meetings planned

QUATTROCCHI KWOK
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May 19, 2015

Alameda USD District Standards - Safety and Security Meeting No. 1

Meeting Notes

Attendees:

Robert Clark, Chief Business Officer, AUSD
Robbie Lyng, Director of Maintenance, Operations and Facilities, AUSD
Bernadette Gard, AUSD
Brenda Parella, Construction Project Manager, AUSD
Susan Davis, Community Affairs, AUSD
Michael Hans, Principal, Lincoln MS
Cammie Harris, Principal, Wood MS
Babs Freitas, Principal, Bay Farm ES
Rob Van Herk, Director of Technology, AUSD
Cheryl Wilson, Principal, Ruby Bridges ES
Aurora Sweet, Principal, Edison
Mark Quattrocchi, Principal Architect, QKA
Nick Stephenson, Associate Architect, QKA

Notes:

1. **Introductions**
   a. Robbie introduced the project. District Wide Standards for school safety and security, not just at Committee member's schools.
   b. Scope will include Lighting, fencing, doors, keys, etc. refer to agenda for additional topics identified by QKA.
   c. Each Committee member introduced themselves

2. **Roles and Responsibilities**
   a. What are we doing? Developing District Standards for all sites. We will address and customize as necessary for each school during future modernization projects.
   b. QKA will create and distribute agendas and notes for each meeting.

3. Expected Outcomes for this Committee

a. Establish your District wide goals and objectives for site safety and security.
b. Establish District Standards to be applied district-wide.
c. Allow for adaptation to each site specific condition – the goal is to apply the standard evenly across the District, but individual site physical conditions/limitations may require adaptation. However variances from standards should not be made for individual school site preferences.

4. Safety Concerns to address, as expressed by the committee

a. Protecting against intruders
b. Vandalism
c. Protecting kids from traffic and abduction (by stranger or estranged parent, etc.)

5. Brainstorming on potential topics to discuss and address during this process

a. Openness of school/ How to control access
b. Transient by passers, custody issues
c. How welcoming do schools feel
d. Administration Location
e. Manage comings and goings of people, intruders
f. Night time and weekend vandalism
g. Fear of becoming "like a prison"
h. Managing shared uses (little league, gym rental, etc.)
i. Door lock-ability
j. Flows of access to control/manage evening for sanctioned visitors, i.e. MPR Unsupervised children of parents of little leaguers, etc.
k. Location of disaster preparedness supplies
l. Site accessibility – trip hazards in path of travel. Spaces not accessible to wheelchairs due to grade changes.
m. Drop off and pick up time = parents are usually the problem
n. Special Ed kids – kids with mobility issues, visual impairments
o. SDC programs – "runners" all ages up to 22
p. Toilet room safety and gender neutral issue
q. Safety/security within classrooms (Earthquake, hazardous items, Theft of computers etc.
r. Privacy (video Surveillance)
s. Trash enclosures = safety issue
t. Signage/way finding for visitors etc.
u. Keying of doors, gates etc.

6. Additional Considerations

a. Phasing: It was discussed and agreed that some aspects of security and safety District Standards such as fencing or security/fire alarm systems could be developed as a single district wide project now, rather than phased in with the individual site modernization projects. However some safety and security elements like entry gates and fencing, moving administration offices to front of schools would wait for the school's larger modernization project.

b. It is not yet decided whether or not to begin to implement district wide installation projects based on these standards. This point should be revisited.

7. Discussion of above mentioned topics

a. Campus openness – Perimeter fencing:
   - It was agreed that perimeter fencing is desired. Pros outweigh cons for perimeter fencing and gates. In this case perimeter fencing refers to edges of property regardless of adjoining use.
   - Current District policy regarding access to school fields and playgrounds = Open to community "dusk to dawn". So perimeter fences require gates to allow access.

b. Perimeter fencing and gates:
   - Managing gates is biggest problem. Operational Policies are necessary to manage when open and when locked and so staff etc. follow rules.
   - It was agreed that perimeter/property line fencing with multiple gates is necessary, with policy of when open and locked during school.

c. Inner core fencing:
   - Must be on case by case basis but goal is to provide inner core where possible to secure campus "core" from vandalism and crime during evenings and weekends.

d. Type and height of fencing: Can be non-climbable or not, case by case.
   - Height of fence was discussed. 6' tall was agreed to. Can be higher as necessary for sports.
   - If existing fencing is present it was agreed that it should remain and not be replaced with new (just to match new standards) unless exiting fencing is too low or overly damaged in some way.
   - Community association input may be required to determine fencing heights at some sites.

e. Discussion about aesthetics of fencing.
   - It was discussed and agreed that different levels of aesthetics for different locations and uses is required.
   - General fencing other than at front of schools (perimeter, ball fields, etc.): it was agreed that chain link fencing is acceptable in these locations but hopefully with vinyl coating for color (green or black).Front Fencing:
   - Fencing at front of school: All agreed should look nice and provide clear and welcoming sense of entry. Ornamental fencing at main street frontage was discussed and agreed to.
   - Main points of entry: It was discussed and agreed that the primary point of entry to each campus could be more elaborate and customized on a site-by-site basis rather than rely on a single district standard for these entry points.
   - Inner-core fencing: Inner core fencing does not have to be chain link and may be more ornamental or decorative at these locations.

f. Location of Administration:
   - Single point of entry during school day is a priority.
   - Some sites already have this and will require little or no enhancement or reconfiguration to get "eyes on entry" and to funnel visitors through reception area.
   - Some sites have nothing close to this and more pervasive reconfiguration of spaces will be required to achieve this. Committee felt this is worth pursuing at each site. Nick and Robert pointed out that this was discussed and addressed at all the sites during Master Planning.
   - It is understood that it is not currently in the Implementation Plan budget to comply with this goal of location administrations at all schools that require it. This goal may have to wait for future /other funding.

- All agree that single point of entry during the school day is desirable. It should be located at the administration Office and should not passing any classroom doors prior to access to admin.
- People should not have access to kids or adults without passing administration
- Administration, and main point of entry should be Clear and obvious to all visitors.
- *[Location of admin to be continued at meeting #2]*

8. Next Steps

- Continue with agenda at next meeting.

Next Meeting Date: Tuesday June 2, 2015 at 3:30 pm

QUATTROCCHI KWOK
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	May 19 2015	3:30PM	AUSD
	Alameda USD Safely and Security Standards - Committee Meeting #1 Sign In Sheet		
	Name	Title	Email Address
	Nick Stephenson		nicks@qka.com
	Brenda Parella	Const. Proj. Manager	bparella@alameda.k12.ca.us
	Robbie Lyng	AUSD	rlyng@alameda.k12.ca.us
	Susan Davis	DO - community affairs	sdavis@alameda-k12.ca.us
	Michael Hans	Lincoln M.S. DOLA	mhans@
	Lt. Emmit Harris	Principal / Wood	charris@alameda.k12.ca.us
	Bobs Freitas	Principal - Bay Farm	bfreitas@alameda.k12.ca.us
	Rob van Henk	Director Tech	rvanhenk@alameda.k12.ca.us
	Cheryl Wilson	Principal / Briggs	cwilson@alameda.k12.ca.us
	Aurora Sweet	Principal / Edison	asweet@
	Robert Clark	CBO	
	Mark Quattrocchi	Architect. QKA	mark@qka.com

QUATTROCCHI KWOK
ARCHITECTS

MEETING NOTES
1491.01-B.2

June 2, 2015

Alameda USD District Standards - Safety and Security Meeting No. 2

Meeting Notes

Attendees:

Robert Clark, Chief Business Officer, AUSD
Robbie Lyng, Director of Maintenance, Operations and Facilities, AUSD
Brenda Parella, Construction Project Manager, AUSD
Susan Davis, Community Affairs, AUSD
Michael Hans, Principal, Lincoln MS
Cammie Harris, Principal, Wood MS
Babs Freitas, Principal, Bay Farm ES
Rob Van Herk, Director of Technology, AUSD
Aurora Sweet, Principal, Edison
Robert Ithurburn, Principal, Alameda HS
Kelly Lara, Director, Student Services, AUSD
Mark Quattrocchi, Principal Architect, QKA
Nick Stephenson, Associate Architect, QKA

Distribution;

Attendees
Cheryl Wilson, Principal, Ruby Bridges ES
Kirsten Zazo, Principal, Encinal HS
Officer Hank Morten, APD
Bernadette Gard, AUSD

Notes:

1. **Introductions**
   a. Introductions were made for new attendees

2. **Roles and Responsibilities**
   a. Robbie requested that QKA distribute notes via email to all committee members, and to include Bernadette on all emails.

3. Review of previous notes

a. Mark briefly reviewed what was discussed last meeting and where we left off.
b. Nick presented slides of fencing images based on last meetings notes to ensure that everyone is on same page with respect to types of fencing, heights, locations, etc. There were no exceptions taken to the images presented nor to the previous meetings reflection of decisions made.
    - It was agreed that the district Safety & Security Standard document would include reference to the "potential" for inner core fencing and entry gate elaboration. There will also be language so that there can be some creativity with this fencing.
c. Mark briefly reviewed the discussion point of relocating administration spaces to the sites primary entry points.

4. Location of Administration spaces

a. There was brief discussion about buzzing people into the secured portions of the school. This was not pursued as something that should be included in the district standards.
b. The concept of "eyes on the entry was discussed. It was generally agreed that it is a good idea that the reception counters/desks be oriented so that the receptionist can see through windows to the primary site entry point.
c. The concept of bullet proof glass was discussed. This was not pursued as something that should be included in the district standards.
d. It was proposed and agreed that having the reception as the primary and secure point of entry into the campus should be a very high priority, even if it entails reconfiguring or relocating the administration space in order to achieve this. Mark made it clear that the current Implementation Plan for the current bond does not provide funding for relocation or renovating administration.
e. Pass-thru windows at exterior walls for student interface was discussed. This was not pursued as something that should be included in the district standards.
f. It was requested that the Principal's office have direct access to the "core" of the school without having to come out into the front of the reception counter in order to do so. A "back door".
g. Public restrooms on the public side of the reception counter were requested as a safety feature to reduce the number of non-site personnel behind the counter or elsewhere on campus when using the restroom.
h. Epi-pen dispensers and defibrillators were also requested at nurse stations.
i. It was requested that the Safety & Security Standards address a requirement for locating defibrillators at gathering areas such as multi-use, gym, library and even outdoor gathering areas such as stadium.

5. Windows

a. It was discussed that windows are necessary for site safety and security, both so that teachers and administrators can see out, but also so that others can see into classrooms and similar spaces. There was brief discussion about windows being distracting to students. But the benefits of having them appear to outweigh the negatives.

6. Lockable Cabinets

a. Lockable cabinets for teachers and administrators and even volunteer's personal belongings were requested in classrooms and office spaces. It was agreed that that typical lockable "teachers cabinet" is suitable for this.
b. Lockable storage was also requested for valuable school supplies such as computers, lab equipment, etc.

7. Building identification and signage

a. It was agreed that clear building identification signage is important for emergency service personal and should be included in the standards.

8. Phones

a. It was agreed that it should be included in the standards to provide phones to all rooms including classrooms and conference rooms including "all call" capabilities. It was also requested that VoIP be included as a standard for the phone system. VoIP (Voice over Internet Protocol) is a methodology and group of technologies for the delivery of voice communications and multimedia sessions over Internet Protocol (IP) networks, such as the Internet.

9. Radio Coverage

a. It was explained that some parts of the district don't have cell phone coverage and have poor radio reception, making them vulnerable to poor communication in cases of emergencies or safety issues. It was agreed that the standards should prescribe that radio coverage be considered for new projects and they should include allowance for repeaters and other devices to enhance radio reception where necessary.

10. Site Lighting

a. Site lighting was discussed at length. It was agreed that site lighting at the buildings, parking lots, and paths of travel should be included in the standards. This lighting should be connected to a programmable time clock. This programmable time clock can be programmed for general evenings, weekends, special events, etc. include motion sensors so that they are dim and brighten up upon sensing any motion.
b. Campus security lighting that is motion sensor activated was requested to specific places of concern at each campus and may vary from campus to campus.

11. Video Monitoring

a. Video monitoring was discussed at length. It was agreed that video monitoring should be provided at select locations at each campus.
b. It was agreed that site specific locations should be coordinated with each school's principal and with MOT staff.
c. A general hierarchy of locations was proposed as follows:
    - Select outdoor spaces, student gathering areas, bike racks, entrances, student locker (not gym) areas and cafeterias. There was discussion on corridors but this may become unwieldy. It was concluded to consider corridors only as felt critical by staff.
    - Rob van Herk stated that from a bandwidth or storage or technology perspective, there is no limit to how much video monitoring can be done within the district. They have the storage capacity to handle at the District's data center.
    - Video should be fed back to district data center, and visible for up to two weeks on select computers. Password access should be required for access.
d. It was suggested that this issue of video monitoring be reviewed with the district's legal counsel prior to pursuing so that issues such as privacy can be correctly addressed.

12. Intrusion Detection

a. It was discussed and agreed that any existing intrusion alarm systems should be maintained, and that new buildings should be equipped with the same devices.

b. RL indicated that the district does not currently subscribe/pay to have an alarm company "listen" via audio receivers when an alarm is triggered.

13. Student safety issues

a. It was discussed and agreed that the standards should recommend that student safety issues be part of any future project programming phase. This is in order to identify and try to solve such issues as
   - Dangerously broken or damaged items such as windows, fences, trip hazards, etc.
   - Roofs that are too easily accessed
   - Attractive nuisances – examples include existing elements that may impede supervision such as alcoves that are difficult to monitor. Not all of these can be mitigate but when possible they should be
   - Unsafe conditions including large drop-offs, under-sized guardrails, etc.
   - Limit places for students to use as skateboarding ramps or areas to "grind". While ramps and stairs are unavoidable, provide elements to reduce use by skateboarders whenever possible.
   -

14. Identifying clothing or badging

   - It was discussed and agreed that the standards should recommend visible I.D. badges be worn by all district staff while on any site. This includes district contractors.

15. While something requiring further consideration, it may be desirable when MOT staff or volunteers are on site that in addition to visible I.D badges, they also wear colored vests for easy identification.

16. Next Steps

   - Continue with agenda at next meeting for the few remaining items. The June 30 meeting will be canceled because it occurs during summer break. The architect and District staff will work over the summer on the draft Safety/ Security standards document for review by this committee and others of the District in August, in anticipation of a September Board review and approval.

Next Meeting Date: Tuesday June 16, 2015 at 3:30 pm

QUATTROCCHI KWOK
ARCHITECTS

June 2 2015 | 3:30PM | AUSD

PRESENT

Alamecla USD Safely ancl SecUrity Stanclarcls - Committee Meeting #2
Sign in Sheet

	Name	Tele	Email Address
X	Click Stephenson	Architect, QKA	nicks@qka.com
X	Mark Quaftrocck i	Architect, QKA	markq@qka.com
	Brenda Parella	Const. Proj. /V\anager	bparella@alameda.k12.ca.us
	Robbie Lyng	AUSD	rlyng@alameda.k12.ca.us
	Susan Davis	DO-Comm. Affairs	sdavis@alameda.k12.ca.us
	Michael Hans	Principal, Lincoln MS	mhans@alamedo.k12.ca.us
	Cammie Harris	Principal, Wood MS	charris@alamedo.k12.co.us
	Babs Freitas	Principal, BayFarm ES	bfreitas@alameda.k12.ca.us
	Rob Van Herk	Director Tech	rvanherk@alameda.L12.ca.us
	Cheryl Wilson	Principal, Ruby Bridges ES	cwilson@a lameda. k12.ca.us
	Aurora Sweet	Principal, Edison ES	asweet@alameda.C12.ca.us
	Robert Clark	CBO, AUSD	rclar/@alameda.k12.ca.us
	Kelly Lara	Director, Stdt Srvs, AUSD	Clara@alameda.k12.CO.US
	Officer Morton	APD	?

QUATTROCCHI KWOK
ARCHITECTS

MEETING NOTES
1491.01-B.2

June 16, 2015

Alameda USD District Standards - Safety and Security Meeting No. 3

Meeting Notes

Attendees:

Robert Clark, Chief Business Officer, AUSD
Robbie Lyng, Director of Maintenance, Operations and Facilities, AUSD
Brenda Parella, Construction Project Manager, AUSD
Susan Davis, Community Affairs, AUSD
Michael Hans, Principal, Lincoln MS
Cammie Harris, Principal, Wood MS
Babs Freitas, Principal, Bay Farm ES
Aurora Sweet, Principal, Edison
Robert Ithurburn, Principal, Alameda HS
Kelly Lara, Director, Student Services, AUSD
Officer Hank Morten, APD
Cheryl Wilson, Principal, Ruby Bridges ES
Kirsten Zazo, Principal, Encinal HS
Mark Quattrocchi, Principal Architect, QKA
Nick Stephenson, Associate Architect, QKA

Distribution;

Attendees
Bernadette Gard, AUSD
Rob Van Herk, Director of Technology, AUSD

Notes:

1. **Introductions**
   a. Introductions were made for new attendees
2. **Goal**
   a. Complete agenda items.

3. Review notes from previous meetings

a. Hank Morton explained the "red dot" protocol, which identifies the location in every room of every school where students are instructed to go in case of intruded emergency. It is literally a red dot painted on the ceiling in what he called "the hard corner" of the room which is the most difficult to see from the doorway.
b. We should reference document that was prepared previously – Hank has document.

4. Natural Supervision

a. Give potential offenders a perception of being seen. Research indicates that this perception is a deterrent.
b. Locate access points near areas of activities, or locations where people will feel like they are being watched.
    - Use signs indicating cameras in use
    - Hank mentioned an example at Chinese Christian School…give IP address to police department…provide real time intelligence to police department.
c. District has not yet received a response from their legal counsel regarding any privacy rights issues with video surveillance. Robbie and team to report back if any issues exist.
    - It was mentioned that schools could send out disclosure forms to all parents at beginning of school year as a means of addressing this issue.
    - Post signs on buildings notifying visitors and students that surveillance is in effect.

5. Disaster Preparedness

a. location of emergency supplies containers or sheds:
    - Location was discussed and Hank explained why it is a good idea that the sheds be at or near the "safe dispersal" areas and that these areas be separate from any "command central". He also advised that prevailing wind directions be taken into account so that safe dispersal areas and command centers can be located upwind from air born hazards.
b. Community emergency response training (CERT)
    - Every school should have a plan that includes the items noted above.
    - Containers should not be used for general storage.
    - Kelly and Robbie to send us information (text) to include as an appendix or attachment to the safety and security standards.

6. Keys and Locks

a. Key cards will confirm who's onsite and when.
    - Locations to include entrances to buildings, to offices, and assembly spaces such as gyms.
    - Discuss if cards are added to gates also.
    - "Columbine" or "Classroom security" locks at classroom doors and offices. The configuration of these are dictated by code but it was the request of Kelly and Kirsten that they have push button locks on the classroom/inside of the door.
b. District may want to do keying projects this summer at a minimum of one school site.
    - Hank advised that the strike plate component of the hardware is just as important as locksets and should be heavy duty
    - Robbie stated that FRP doors are good at exteriors. Steel reinforces doors also are good. Wood doors and frames are not good for exteriors.

c. Hank mentioned that there may be funding available for door/lock replacements through grants from Homeland Security, could help pay for doors and hardware.
d. Science classrooms – need to make sure storage cabinets have appropriate locks. Same with rooms.

7. Building Signage

a. High Visibility lettering should be required to identify each building
    - Located up high in clearly visible location.
    - Update Building I.D. with exiting maps, correct addresses, etc.

8. Prioritization

a. A brief discussion of prioritization was had. Kirsten suggested that possible order of priority should be Door locks followed by Surveillance should be at top of list, with fencing toward bottom of list.
b. Robbie stated that we can't fully complete this conversation unless we have all the Principals in on this discussion.

9. Next Steps

a. Robbie and Nick agreed to set up a meeting with a hardware consultant to help identify appropriate hardware, keying and locking devices.
b. Robbie wants to get going on hardware replacement at one or more schools this summer. From there we can compile some examples to share with the school principals.
c. Potentially schedule a tour of other campuses that are using key cards, different locks, etc. (Ask Mark which schools to tour.)
d. QKA will then prepare a draft of the Safety and Security Standards for presentation at our next and final committee meeting. This next meeting to occur once school commences again in the fall.

Next Meeting Date: TBD

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	lune ld2013	3:30FV	AUSD
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✓	Ithurburn, Robert	Principal, Alamed	

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MEETING NOTES
1491.01-B.2

July 8, 2015

Alameda USD District Standards - Safety and Security – Door Hardware and Access control – Meeting with Manufacturers Rep

Meeting Notes

Attendees:

Robbie Lyng, Director of Maintenance, Operations and Facilities, AUSD
Brenda Parella, Construction Project Manager, AUSD
Jamie Ferranti, Construction Project Manager, AUSD
Jerome Thomas, Operations Manager, AUSD
Stacey Ver, Door Opening Consultant, ASSA ABLOY Door Security Solutions
John Dybczak, Associate Architect, QKA
Nick Stephenson, Associate Architect, QKA

Distribution;

Attendees

Notes:

1. **Introductions**
   a. Stacey Ver, Door Opening Consultant from ASSA ABLOY Door Security Solutions was introduced.
   b. Jerome confirmed that the District is already using Assa products at a number of their school sites and that he and his staff are trained on these products.

2. **Goal**
   a. Robbie stated that the goal is to develop a standard for doors, locks, and card access systems and then report back to the Safety and Security Committee in the fall.
   b. John advised that this is a good opportunity to us this first school as a pilot school to test out the chosen products and get feedback prior to instituting it district-wide.
   c. Robbie is considering the various delivery methods. These include public bid, lease/lease-back, or District purchased and installed. He also will consider purchasing the products directly and having a contractor install (owner furnished, contractor installed).
   d. Robbie stated that the schools have to be safe and maintainable.
   e. Robbie confirmed that in order for a particular product to be considered a “District Standard” it requires Board Approval.

3. Card Systems

a. The District office is currently using a card system by H.I.D.
b. Stacey advised that the district stay with a system that provides "open architecture", regardless of manufacturer.
c. Stacey said he can send a list of questions to Robbie for him to go over with Rob Van Herk to help them figure out the system particulars that they need.
d. Stacey showed slides of a system that includes a keyway, a touch key pad, and a card reader.

4. Classroom Security Locks

a. Key or push button from inside are two options that the committee has discussed.
b. The drawback with the push button option is that anyone can lock themselves in or others out, even if they don't have a key. For this reason the push button option is not favored.

5. FRP Exterior Doors

a. Robbie prefers FRP exterior doors with continuous full-height hinges.
b. FRP doors need to be specified with proper backing/support for panic hardware.

6. Keys and Locks

a. Stacey confirmed that he can develop the specifications for the doors, frames, hardware specifications and hardware sets/groups.
b. Robbie stated that the goal is to specify products that minimize the cost and difficulty of retrofitting.
c. All agreed that some form of site survey is required in order to assess existing product types, manufactures, and conditions. Robbie indicted that he has already surveyed one of the high school campuses. He will review this and share it with QKA and Stacey should he feel it is a good example of how to proceed.
d. It was made clear that if the District needs to have a consultant do these surveys, that either QKA or Stacey's company can provide these services.
e. Gerome clarified that primary keyway currently used by AUSD is what he called Schlage "174" and "175", with blank sidebar. Stacey confirmed that his specifications can coordinate with the sidebar system and his cylinder are interchangeable with Schlage.
f. Stacey to provide examples of classroom security lock systems to show the committee when we reconvene in the fall.

7. Key Management System

a. Robbie stated that whatever the system, the primary concern is that the main control be at the District MOF office.
b. After brief discussion it was concluded that a new key management system is advisable at this point. One system mentioned as an example is a system called Medeco, a subsidiary of the Assa Abloy Group.
c. Robbie stated that he will be looking to Stacey to advise on adequate systems and costs of said systems.

8. Card Key Systems

a. Stacey started off by explaining that there are two types of systems: wireless and hardwired.
b. An example of the wireless system is the V.S2 system of which Stacey showed a slide to the group.
    - Runs on batteries

- Can do with or without a key pad
- In order to add this to existing doors all existing hardware would need to be changed out for new.

c. Robbie expressed that he would like to use this at building primary entry points and to include the key cylinder and the card reader.
d. Regarding entry door locks, Stacey mentioned that ta Rim device is the best. It works with all types of doors and is the easiest to maintain.
    - It was made clear however that this system does not work well with aluminum storefront doors due to their low profile frames.
e. The wireless systems require wireless access signal. Most certainly the district will have to add wireless hubs throughout their campuses to ensure the proper strength of signal for these devices to work properly. Stacey assured that these systems always have a key access as a backup.
f. Stacey clarified that hardwired systems are more cumbersome to get installed and approved by DSA and sometimes require recertification of existing doors, frames, etc. (for rated openings). For these reasons wireless systems are preferred at interior locations.
g. For exterior or perimeter access control Stacey recommended hardwired access control because these are better for monitoring and lock down situations. , He recommended wireless access control at interiors. He recommended that both hard wired and wireless systems be provided with a door monitoring bolt at the strike.
h. The specific perimeters that Robbie is considering for access control are Gyms and other spaces that are frequently rented out to the community.
i. Stacey to provide examples of card key systems to show the committee when we reconvene in the fall.

9. For presentation to committee in the fall

a. Keyed security locks are primary lock down methods.
b. Card system is not primary lockdown method. Card system is more for control of rented facilities.
c. Cards are however best for maintaining an access control system. For example it reduces the cost and complexity of dealing with lost keys, of rekeying, etc.
d. Brief discussion of costs comparison of card key systems vs. the cost to rekey a school.

10. Next Steps:

a. Nick and Robbie will schedule a meeting similar to todays for a security consultant to join us and present services that they can offer for consideration by this committee.
b. District presently contracts with Clark Security.
c. Things to discuss at next meeting include camera systems, access control software
d. Stacey to provide list of districts that he has worked with that have access control.
e. Stacey to provide a unit cost for each of the various systems discussed prior to next committee meeting.
f. Stacey to also provide a rough estimate of how long it would take to install the devices at a pilot school. This will assist the district in understanding whether or not the can expect to get the entire campus installed over Thanksgiving break for instance.
g. It was discussed and agreed that only Assa certified installers shall be considered.
h. A pilot school needs to be selected. After brief discussion Franklin Elementary was mentioned.
    - Robbie mentioned that Steven Lee can provide an AutoCAD floor plan to QKA for this purpose. For next committee meeting in the fall QKA can develop the floor plan of Franklin with each type of access control (security locks, keycard systems, etc.) identified in different colors for clarity.

Next Meeting Date: TBD

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MEETING NOTES
1491.01-B.2

August 6, 2015

Alameda USD District Standards - Safety and Security — Meeting #5 Door Hardware and Security Consultant Presentations

Meeting Notes

Attendees:

Robbie Lyng, Director of Maintenance, Operations and Facilities, AUSD
Brenda Parella, Construction Project Manager, AUSD
Jamie Ferranti, Construction Project Manager, AUSD
Bernadette Gard, Operations and Facilities, AUSD
Shariq Khan**,** Interim CBO, AUSD
Jared Bechdoldt, Door Opening Consultant, ASSA ABLOY Door Security Solutions
Mark Gonzalez, Door Opening Consultant, ASSA ABLOY Door Security Solutions
Kevin Wood, Catalysis Consulting
Mark Nicol, Catalysis Consulting
Nick Stephenson, Associate Architect, QKA

Distribution;

Attendees

Notes:

1. **Introductions**
   a. Attending consultants were introduced.
   b. Committee and District personnel were introduced.

2. **Goals and Recap**
   a. Robbie stated that the goal is to develop a standard for doors, locks, and card access systems and then report back to the Safety and Security Committee in the fall.
   b. Robbie recapped progress with committee thus far.
   c. Nick confirmed that this process will result in district safety and security design standard but will not result in product specification. Rather these standards will refer to the yet to be completed District Standards specifications, which is not part of this project. Assa reps confirmed that they would work directly with the district to develop specifications outside the scope of this project.

3. Door hardware systems – follow up from last meeting

a. Mark Gonzalez clarified that Assa Abloy is a hardward company and does not provide or manufacturer software. Their hardware is designed to integrate with the software systems that are provided by others.
b. Access Control/Card key systems: Mark Gonzalez made a short presentation to introduce the three card key systems that he can offer:
    - Fully hardwired.
        - Pros: Allows for constant communication with electronic file server but
        - Cons: expensive to install due to extensive electrical infrastructure required.
    - Power over Ethernet (P.O.E.)
        - Pros: Allows for constant communication and less expensive to install than fully hardwired.
        - Cons: None specifically discussed.
    - Wireless via WiFi.
        - Pros: Can run of the existing WiFi infrastructure. Least expensive of the three to install.
        - Cons: Allows for scheduled communication only with electronic file server. Not constant. (It was pointed out that in addition to scheduled communication feeds, this system will automatically communicate with the server if a) an unrecognized card is used at a door, or b) a forced entrance occurs at a door. The wireless systems do not allow for instant lock down because it does not have constant communication.
c. All three systems can work with whatever security and monitoring software the District chooses.
d. Mark Gonzalez indicated that his company offers to do comprehensive site assessments free of charge in order to identify scopes of work at all doors. This will determine necessary load and compare to existing wifi capacity. It will also allow Assa Abloy to suggest which of the three systems described above are appropriate for each door.
e. Rob Van Herk indicated that he is confident that the District has more than enough WiFi capacity for the door monitoring systems described above.
f. It was agreed that Assa Abloy will conduct a site survey at Wood MS ASAP in order to design and install new access control, hardware, and monitoring systems at Wood MS as a pilot school. QKA will send Mark and Jared schematic site plans ASAP. Kevin will then schedule with Brenda for the site assessment.
g. Classroom security locks: there was much discussion around whether or not the classroom security locks (which are the systems that are lockable from the inside) should require a key or just a push button to lock from the inside (both are code compliant). After much discussion it was agreed that the safety and security standards will simply say that doors requiring these locks shall be “lockable from the inside”.

4. Security systems

a. Kevin Wood and Mark Nicol of Catalysis Consulting briefly described their services. They are a security systems design firm that offers survey and design services including drawings and specifications, written standards and guidelines.
b. Access control systems: They recommend access control systems as the best approach. Kevin indicated that most software is flexible enough to migrate with new technologies as they become developed. This is good. This can allow for single point control now (as in master switch for lock downs) and evolve into point by point control (as in each teacher can lock down their own door electronically) should the District decide to change in the future.
c. Video surveillance systems: recommended location were discussed, and include major entry points, gathering areas, locations where money is exchanged, and sensitive document storage such as employee

and student records. It was agreed that all these locations should have video surveillance and that this can be specifically determined on a site by site basis.

d. Duration of storage: recommended to be anywhere between 2 weeks to 60 days. Prior meeting had established that 2 weeks was the duration the committee agreed upon.
e. Live streaming vs. recorded on demand footage: there was a brief discussion on the benefits and drawbacks of each. Rob Van Herk mentioned that extensive live streaming could max out the bandwidth of the server system and therefore this is not a good idea.
f. It was strongly recommended that the video be accessed only over a secure VLAN network. A virtual LAN (VLAN) is any broadcast domain that is partitioned and isolated in a computer network. LAN is an abbreviation for "local area network". This will be indicated in the safety and security standards.
g. A single software system can run the surveillance system and the door access control system.
h. Discussion of global lockdown capabilities. It was discussed that certain areas may benefit from global lockdown capability, such as gyms, server rooms, roof access points. Other occupied spaces may be operated by the primary occupant (teacher in a classroom, administrator in an office, etc.) No approach was selected.
i. It was agreed that operating procedures need to be established at each site for emergency situations. This will be mentioned in the safety and security standards but the procedures themselves are beyond the scope of those standards.
j. Locations of servers: after discussion over the pros and cons of centralized vs remote servers it was agreed that at locations that have a large number of cameras (high school campuses for instances) should have central servers located on site, and the elementary and middle schools, with smaller numbers of cameras, can be served by a remote server located at the district office. This will be indicated in the safety and security standards.

5. Next Steps

a. Assa Abloy to schedule site assessments through Brenda.
b. Determine scope of Catalysis services and whether or not they are a consultant directly to the District (as is the case with Assa Abloy) or to QKA.
c. Nick will begin to develop an agenda for the next meeting with the committee. This will be the last meeting with the committee and the agenda will include review of the draft safety and security standards.

Next Meeting Date: TBD

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	August 8 201S 1:00PM		AUSD
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September 15, 2015

Alameda USD District Standards - Safety and Security Meeting No. 4

Meeting Notes

Attendees:

Robbie Lyng, Director of Maintenance, Operations and Facilities (MOF), AUSD
Susan Davis, Community Affairs, AUSD
Rob van Herk, Director of Technology, AUSD
Michael Hans, Principal, Lincoln MS
Cammie Harris, Principal, Wood MS
Babs Freitas, Principal, Bay Farm ES
ZaRinah Tillman , Dean, Encinal HS
Aurora Sweet, Principal, Edison
Robert Ithurburn, Principal, Alameda HS
Mark Quattrocchi, Principal Architect, QKA
Nick Stephenson, Associate Architect, QKA
Jarome Thomas, Custodial Head, AUSD
Jamie Ferranti, MOF, AUSD

Distribution:

Attendees
Brenda Parella, Construction Project Manager, AUSD
Bernadette Gard, AUSD
Kelly Lara, Director, Student Services, AUSD
Officer Hank Morten, APD
Cheryl Wilson, Principal, Ruby Bridges ES
Kirsten Zazo, Principal, Encinal HS

Notes:

1. Recap of goals and outcomes of Safety and Security Standards

a. Mark Quattrocchi recapped the process and goals of this committee, to develop safety and security standards to be implemented district wide. He explained that these are long term standards and will

extend into the future beyond the current Measure I bond funds. He also pointed out that this is intended to be a living document that should be reviewed as time goes on.

b. Robbie indicated that today is the final day to receive feedback from the committed and asked that the committee members offer any feedback they may have as we move through today's agenda. All feedback received is recorded below.

2. Present Draft Safety and Security Standards

a. Mark Quattrocchi explained that the draft standards had previously been distributed to all committee members for their review and comment. No comments had been received prior to this meeting. Robbie Lyng indicated that the deadline for feedback from the committee is today.

b. QKA has developed an agenda containing items to touch on as a means of following up and confirming specific information contained in the draft standards with the committee.

c. Mark proceeded to summarize the structure and content of the draft standards beginning at the Introduction and continuing up through Location of Administration on page 7. All agreed that there are no questions or comments regarding the content of the draft up to that point and the content to that point therefore is approved. Beginning on page 7 of the draft at the topic of *Windows*, following are notes on the discussion for each agenda item.

3. Discuss outstanding questions and supplemental information for items already discussed:

a. Window Glazing: Mark explained that the draft standards contain a variety of glazing options that support safety and security due to several factors, such as cost, code compliance, level of security, and budgets of future projects. Mark also explained the limitations regarding filed applied window film, which is included as an option in the report. The application of this film to new windows may void the warranty, and the fact that the film is surface applied means that it is susceptible to damage and therefore somewhat of a maintenance issue. No exceptions were expressed in regard to the window section of the draft standards.

i. No exceptions were taken to the language regarding Door vision and sidelights, and Window Blinds.

b. Keycard system at Sensitive or Expensive Storage Rooms: Mark explained that the MOF department and QKA had met with a door hardware consultant and a security consultant and during those meetings it was suggested that AUSD add the cardkeys to door for storage of sensitive or expensive items (prescription medications at nurses offices, file server rooms, computer storage rooms, science chemical storage rooms, etc.). This language has been included in the draft presented today. No exception was expressed in this regard.

   i. Hardwired vs wireless keycard readers: The keycard discussion also included an explanation by Robbie about the pros and cons of hardwired keycard readers vs. wireless, or Wi-Fi connected readers. He explained that although the wireless readers are battery powered, they are still reliable enough to be considered as a standard, as the battery life is up to a full year typically, and the readers have a notification function to alert when battery life runs low. The standards will be edited to include explanations of pros and cons of both hardwired and wireless. Installation and maintenance costs are factors, as the installation cost for hardwired is much greater, but some wondered if the maintenance cost of wireless would offset this cost.

c. Security Locks: There was discussion regarding the options for the security lock interior locking method. The two options are keyed from the inside or push button activated from the inside. It is the desire of the committee that the standards state that push button activation from the inside shall be the district standard for safety and security. The draft will be revised to reflect this.

d. Door with Panic Hardware: It was explained that although the committee prefers push button locking from the inside of classroom and office spaces (see item C above), Panic Hardware devices do not offer push button locking capability, and therefore keys or hex/Allen wrenches are required to lock these devices from the inside. It is the preference this committee that all panic devices be keyed from the inside, and not equipped to require the use of hex or Allen wrenches. The Draft will be revised to reflect this.

e. Security Management System: Mark explained that the MOF department and QKA had met with a door hardware consultant and a security consultant and during those meetings it was suggested that a comprehensive Security Management System (SMS) be implemented that integrates the door monitoring, intrusion alarm, key monitoring, and video surveillance systems. The draft states that a

SMS system should be developed and employed by AUSD. No exception was taken expressed in this regard.

f. Key Management System: Mark explained that the draft standards contain a requirement for a comprehensive key management system be implemented that manages key distribution, employee access, key replacement, etc. The draft states that a key management system should be developed and managed by AUSD MOF Department. No exception was taken expressed in this regard.

4. **Discuss items extracted from the Education Specifications not touched on previously:**

a. It was explained that the following items are included in the draft standards, which were not yet discussed with this committee. Each of these items are addressed in the District Educations Specification, and each falls under the purview of safety and security, and this they are indicated in the draft standards. No exceptions were expressed regarding how these items are being addressed within the safety and security standards as written. The items are as follows:

i. Fire Alarm
ii. Metal detectors
iii. Parking and drop-off
iv. Bicycle storage
v. Safe routes to schools program.

5. **Discuss Site Specific Safety and Security Measures not touched on previously:**

a. It was explained that the following items are included in the draft standards, which were not yet discussed with this committee. Each of these items overlap with building and site specific conditions and as such are site specific and will vary from site to site. No exceptions were expressed regarding how these items are being addressed within the safety and security standards as written. Suggested additional text for each item is indicted below. The items are as follows:

i. Accessibility - No additional text requested.
ii. Portable Buildings - No additional text requested.
iii. Hazardous Materials – Robbie requested that we add indication that the District employs a Compliance Manager to ensure that hazardous materials at AUSD sites are lawfully identified and managed.
iv. Earthquake Safety. No additional text requested.

6. **Follow up with Officer Hank Morten regarding funding information for door/lock replacements through grants from Homeland Security.**

a. Officer Hank Morten was not in attendance during today's meeting so no discussion in this regard was had.

7. Next steps

a. QKA was directed to await feedback from Robbie and team as to finalizing the standards or continuing them as a draft for future approval, distribution or standards, and potential of Board approval.

b. The AUSD will develop door hardware, key monitoring and security monitoring specifications.

c. For keycard and security lock systems, AUSD will proceed with retrofitting Wood Middle School as a "pilot school". They will also consider adding an elementary school campus as a second pilot school.

d. Today's meeting is the last meeting for this committee.

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	September 1 S201ii	3:30PM	AUSD
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ALAMEDA UNIFIED SCHOOL DISTRICT
Excellence & Equity For All Students

December 16, 2016

Facility Design Standards for Safety & Security Committee Meeting

Corridor Lock: Push Button on the inside/keyed cylinder on the outside

- Locked or unlocked by key from outside
- Push-button locking from inside
- Turning inside lever or closing door release button
- When outside lever is locked by key it can only be unlocked by key.
- Inside lever is always free for immediate egress.
- Push button hardware gives students easy access and means to secure the classroom without the use of a key.
- Push button hardware also provides *unrestricted ability* to lock or unlock a door, allowing anyone - including students - to take control of an opening. Potential for student on student or student on teacher violence or lockouts as a prank.
- Push button hardware may provide a means to secure the classroom as well as terrorize the occupants.
- If someone exits from a locked space during a crisis then someone else will have to relock the door.

Classroom Security Lock: Double Cylinder Lock with keyed cylinders on the inside and outside

- Key in either lever locks or unlocks outside lever
- Inside lever is always free for immediate egress.
- Keeping the doors locked while rooms are in use can enable faster lockdown in emergency situations.
- Staff must have key with them at all times for a lockdown.
- Indicator rose plate can be installed to provide at a glance instruction for locking the door.

Doors with Panic Hardware

Exit doors from science classrooms, classrooms over 1,000 square feet, and all assembly spaces that are required to have panic hardware will have an inside keyed cylinder. These devices require a key to lock from the inside to meet the requirements for classroom security function and for emergency exiting.

Response: Matt McMullen, Alameda Police Department

Saturday, December 10, 2016 8:04 PM

"It is our opinion that any lock is better than no lock at all. Of the two locks described these were our thoughts.

The push button is better for gross motor skills and for the ability for anyone in the classroom to lock out unwanted persons. The negative of the push button would be that students could potentially lock out teachers or staff if they did not have their key with them. "

"The two sided key lock prevents the latter from occurring. Using the two sided key system would be very effective if the doors were always locked once class started. If there was no policy for them to be locked, or the policy was not followed, it has the potential to be catastrophic. Using a key requires fine motor skills which would be significantly diminished in a high stress event. The two sided key lock would enable only the teacher or staff member to lock the door which would be difficult for anyone once the event was underway. If it was locked before class it would prevent this, but may cause further disruption if a student is late to class."

"A possible dis-advantaged would be ensuring compliance with substitute teachers and staff who may not be familiar with the two sided key lock system or potential policy."

"Best of luck making this difficult decision,"

Response: Ken Jeffrey, Sr. Fire Code Compliance Officer, Alameda Fire Department

Monday December 12, 2016 1:50 PM

"As I said in my earlier email, either the locking of the doors from the interior with a push button or the key is acceptable since in the event that the room needs to be evacuated, just a turn of the door lever will open the door."

Response: Nick Stephenson, Quattrocchi Kwok Architects (QKA)

Thursday, December 8, 2016 3:12 PM

QKA: Lists of Schools with Classroom Security Lock Function (Double Cylinder Lock – keyed both sides)

1. San Ramon (SRVUSD)
2. Cupertino High School, Fremont Union High School District (FUHSD)
3. Homestead High School, FUHSD
4. San Mateo High School (SMUHSD)
5. Hillsdale High School (SMUHSD)
6. Analy High School (West Sonoma County USD)
7. Jesse Bethel High School (Vallejo City USD)
8. Encinal High School (600 wing reconfiguration)
9. Healdsburg Junior High School (HUSD)