

Risk Management

Philadelphia Training and Assessment Review

Benjamin B. Comegys ES

Dr. Virginia Dixon, Principal

January 21, 2003

This is a K-5 school enrolling 421 students. Staff consists of (1) administrator, (24) teachers, (4) additional professionals, (1) secretary, (1) noon time aide, (2) custodians, (1) school police officer, (1) NTA, (8) SSA's and (1) NTA for a total of (47) F/T staff.

All student discipline referrals are handled by the principal. While no records were referred to, Dr. Dixon estimated that she handles (6) referrals a day, (25-30) per week for an estimated total (500-600) referrals so far this year. An In-School suspension center has been in operation for about a month, however, she does not know how many students haven been sent to this program. She estimates that she has suspended (150+) students so far this year. Dr. Dixon stated that the majority of the referrals are for fighting and inappropriate language. She further stated that she has a high number of repeat offenders.

There are no programs designed to involve students in resolving personal conflict in place or contemplated for the foreseeable future.

Dr. Dixon estimates she has had 100-200 fights this year and one serious assault involving a number of boys against one student. There have been two weapon violations, both involving knives. No other criminal activity was reported for this current school year.

When asked to rank her concerns, Dr. Dixon listed *Bullying and fighting* as "serious" problems. *Teacher absenteeism* was rated a "moderate" problem. *Student tardiness and student absenteeism* were ranked a "minor" problem.

Dr. Dixon was unable to articulate any security concerns for her school, other than fighting.

Dr. Dixon states she has an Emergency Plan; however she was unable to produce a copy of one and appeared to have very limited knowledge of the content of the plan. She claimed that she had been waiting for the training before disseminating material to her Emergency Response Team.

The following observations were made during a walk through of the school:

- Custodial closets were discovered opened and unlocked. This could be because of the hour of the tour and custodians were in the process of cleaning the building.
- It must be noted that the school was without water and the students had been moved to another school for the day.
- An electrical panel located in the Kindergarten wing was unlocked. (A lock has been ordered to replace the broken lock)
- A fire exit was blocked by stored materials. This is in the Kindergarten area and presents a clear and present danger. (Building engineer was advised to clear this area.)
- There are four fire extinguishers missing and they are on order.
- Room 202 looked as if it had been trashed by vandals. The building engineer stated that it was not uncommon for this teacher to leave her classroom in such a condition.
- Bathrooms were in good shape and appeared to have the required supplies.

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Laura Waring, ES

Carol Martin, Principal

January 22, 2003

This is a PreK – 5th grade school, enrolling 260 students. Staff consist of (1) administrator, (10) teachers, (5) other professionals, (1) secretary, (4) SSA's, (3) Noon time aides, (4) custodians, (1) School police officer, (1) NTA for a total of 30 F/T staff. Additionally there are approximately (25) volunteers in the school every day. The volunteers come from the Community College and from the local community. None of the volunteers are subjected to criminal record checks.

Mrs. Martin stated there have been approximately 100 student discipline referrals this year. The majority of referrals were for fighting which resulted in 100 suspensions. There are no programs for involving students in dealing with aggressive behaviors. Other than fights, there are no other reportable offenses this school year.

When asked to rank order security concerns, Mrs. Martin ranked *Fighting, Student Tardiness and Student absenteeism* as “Moderate” problems. *Bullying and Teacher absenteeism* were ranked as “Minor” problems.

When asked to articulate her security concerns for her school, she offered two concerns:

- Lack of manpower to handle the lunchroom.
- No one to send into the class rooms to help a teacher or to guard the front door.

Mrs. Martin was able to produce Edison's Emergency Management Notebook. However, she has incorporated the emergency procedures from the Philadelphia system thus rendering her notebook cumbersome and not user friendly. She has identified her Emergency Response Team and given each member a specific assignment. The team has not met formally and therefore has not practiced a lockdown drill.

A tour of the school disclosed no security/safety concerns.

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Kenderton, ES

Aaron Starke, Principal and Sheila Mallory, AD

January 22, 2003

This is a K – 8 school enrolling (593) students. The staff consists of (2) administrators, (35) teachers, (10) other professionals, (1) secretary, (8) SSA's, (1) classroom aide, (4) Noon time aides, (6) custodians, (1) school police officers and (2) NTA's for a total of (70) F/T personnel. Additionally there are approximately (20) volunteers from the Home/School association

A review of Student Referral data disclosed that approximately (20) students have been referred to the administration this year. Mr. Starke and Mrs. Mallory state that the primary reason for such a low number is that teachers are expected to do the initial referral work by calling the parents, arranging parent conferences and engaging the student in a behavioral contract. Only the most serious offense reaches the AD or Principal. The primary reason for referrals is fighting.

Other than fighting, no other violations were noted for the current school year. The rank ordering of security concerns revealed the following: *Bullying, Fighting, Student tardiness* and *Student absenteeism* were all identified as Moderate” problems. *Teacher absenteeism* was ranked as a “Minor” problem.

In response to the question regarding Mr. Stark's security concerns, he stated he is concerned during wet weather that someone will slip on the wet floor. He realizes that he needs a bigger carpet. His second concern involves parents who bypass security and get to the upper levels without checking in the office. His final concern involves the need for a uniform officer to be assigned to the school at dismissal time to assist with vehicular traffic.

The Edison Emergency Management Handbook has arrived but has not been reviewed. An Emergency Management Team has been selected but not trained. Mr. Starke seems very anxious for his team to be trained.

The following observations were made during a tour of the school:

- A number of electrical panels were unlocked. The locks appear to be old and non-functioning. Building Engineer advised the he has ordered new locks and will install them when they arrive.
- Access to the boiler room, located in the basement area was open. The Building engineer understood my concerns and advised that he will check every day to insure these doors remain locked.
- No other concerns were noted.

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Elizabeth D. Gillespie Middle School

Romesa Scott, Principal

(Mrs. Scott was not available for the initial interview.) The Assistant Principal, Corliss Faison was interviewed.

November 12, 2002

This is a Grade 6-8 school, enrolling 676 students, none of whom are profoundly handicapped. There are (2) administrators, (40) F/T teachers, (2) secretaries, (8) custodians, (1) aide, (12) NTA's, (2.5) school police officers, (2) School Resource Officers and (2) noontime aides. There are a significant number of long term substitute teachers in the building as there are a number of teaching vacancies. This school is immediately adjacent to a high school and receives their heat from the high school. This school has experienced (4) arsons and numerous fights. No weapons or drugs have been confiscated.

There appears to be an Emergency Plan although none was produced when asked for a copy. The Edison handbook has not been downloaded and no effort has been made to disseminate the Code Red cards to classroom teachers. Mrs. Faison was not aware of the formation of an Emergency Response Team.

Mrs. Faison identified student-on-student fights and trespassers as her most serious security concerns. Student and teacher absenteeism were ranked as a "moderate problem."

With regard to her most serious security concern, it is closing off the fifth floor to student access. It was this location where the most serious fire was set earlier this year.

A walk through of the school was conducted by Mrs. Smith the Building Engineer. The following observations were made:

- All custodial storage areas, including electrical panels were locked.
- The shut off valve for natural gas is located in the Building Engineer's office. The shut off valve is covered with a padlocked shield. Mrs. Smith does not have a key to this padlock nor does she know if one exists.
- All exterior doors were locked and appear to be in good working order.
- Written Fire Evacuation instructions are posted in each classroom. There are no diagrams showing what route to take in case of a fire.
- During the afternoon and close to dismissal time, the fire alarm was sounded on three occasions. No announcement was made regarding the alarms and no one evacuated the building.
- The Exit light in front of the Guidance Office was not working.
- NTA's were observed in the hallways and appeared to be very ineffective in getting students to move.

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John B. Stetson Middle School

Cheryl Hackett, Principal

November 13, 2002

This is a grade 5-8 school, enrolling 921 students. The City runs an after school program called the Beacon Program. This program is for youth as well as adults. It has its' own staff including a school police officer. There are (3) administrators, (47) F/T teachers, (2) secretaries, (?) custodians, (6) aide, (8-10) NTAs, (4) school police officers, (2) noontime aides and (6-8) other adult personnel assigned to this school.

Mrs. Hackett was not available for interview. Alberto Vargas, a teacher (soon to become an assistant principal) participated in this site's Security/Safety Review. Unfortunately Mr. Vargas did not have access to security incident reports and was only able to provide "best recollection" data. He believes that there have been a number of breaking and enterings within the school. Not external B&E's but internal events where locked classrooms and offices have been forcibly entered. This has resulted in numerous thefts of school property. Student-on-student fights are a major problem with perhaps 4-6 fights occurring each day. City police are called to the school on a daily basis to arrest and transport students.

There are a number of CCTV cameras installed in the school which are monitored in the Security office. The monitoring process was not able to be observed because the room was being used for an interrogation.

NOTE: While waiting to meet with the principal and/or her designee an out of control adult female stormed into the office and went directly into the principal's office demanding action on an event that had occurred yesterday. Had this woman had a weapon there was nothing that would have prevented her from injuring or killing the principal. I later talked with the NTA who was signing people in and she advised that the woman had signed in then threw the pen at her and went upstairs to the office. No attempt was made to notify the office of this woman's presence and that she was very angry.

A walk through of the facility was conducted and the following observations were made:

- All custodial storage areas were secured.
- Bathrooms are locked and opened upon request by the NTA on the hall.
- A Fire Marshall directed a fire drill. All students were forced to exit from one end of the building. The evacuation took ten minutes to accomplish. There was no effort made to account for students.
- There is a Lead NTA who seemed very competent.

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James R. Ludlow Elementary School

Karen Borden, Principal

November 13, 2002

This is a Pre K-8 school, enrolling 463 students. The Pre – K program and gym are located in an annex across the street from the school. There are (2) administrators, (36) F/T teachers, (1) secretary, (4) custodians, (3) noontime aides, (1) school police officer, (1) NTA and (4) additional staff assigned to the school.

There have been few reported security offenses committed at the school. The most serious events have involved two students who threatened suicide. They average 2-3 fights a week involving student-on-student and have recorded (4) assaults against teachers.

When asked to rank security concerns, Mrs. Borden indicated that *fights, student tardiness and student absenteeism* were her most serious concerns. *Breaking and entering, sexual harassment, teacher absenteeism and theft of property* were considered to be minor to moderate problems.

The administration has yet to adopt the Edison Emergency Plan and while an Emergency Management Team has been identified, no one has been given specific assignments.

Mrs. Borden stated that some of her exterior doors are old and need to be replaced.

Due to time restraints a walk through was not conducted.

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Stoddart – Fleisher Middle School

Dr. Tom Davidson, Principal

November 14, 2002

This is a grade 6-8 school, enrolling 385 students. There are (1) administrator, (18) teachers, (2) secretaries, (8) custodians, (4) noontime aides, (1) school police officer, (2) NTAs and (4) additional adults assigned to the building.

Security incidents are few with fights being the most persistent problem, averaging 2-3 fights a day.

The Edison Emergency Plan has not been fully adopted. The Code Red procedure is in effect and the teacher's Checklist has been distributed. An Emergency Response Team has been selected however no assignments have been made. Dr. Davidson indicated he was awaiting further training before he will be able to fully implement the procedures.

Dr. Davidson indicated that *fights and student tardiness* are his most serious issues. *Teacher absenteeism* was ranked as a moderate problem. He further stated that not having had an opportunity to unify and solidify his staff bothers him. He also feels that being the only administrator in the building he is unable to provide the level of leadership he feels is warranted.

A walk through of the school was conducted with the building engineer and the following observations were made:

- All custodial storage areas and mechanical rooms were locked.
- This school has a 6th floor with two large classrooms. It was learned that this area is used by John Hopkins University who utilizes this space for both an office and a classroom. No students from the school are allowed in this area.
- This is a well maintained school.
- An inspection of the boiler room revealed an 8 X 10 foot electrical panel comprised of multiple "knife" switches. The building engineer was not sure if this was a "hot" panel or not. The only concern is if this is a hot panel and someone fell against these switches the person would be electrocuted.
- The building engineer was also not clear on how to shut off the electrical power.

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Norris S. Barratt Middle School

Roy McKinney, Principal

November 14, 2002

This is a grade 5-8 school located on two separate campuses some distance apart. The 5th and 6th grades are in the annex building while grades 7 and 8 are housed in the main building. There are 700 students enrolled. Full time staff is comprised of (3) administrators, (28) teachers, (2) secretaries, (7) custodians, (4) noon time aides, (3) school police officers, (2) NTAs and (4) additional staff positions.

There have been very few security incidents reported during the current school year. *Student absenteeism* was rated as a moderate problem while *fights, gangs and student tardiness* were rated as minor problems.

Both the principal and an Academy Director felt the shortage of support staff was a real concern. This problem is magnified by the fact that the two campuses are over four city blocks apart and are not within walking distance of one another.

The principal utilizes a hybrid Emergency Management plan, part Philadelphia and part Edison. However none of the Edison materials have been disseminated to the teachers

A walk through of the building was conducted and the following observations were made:

- There are 40 cameras installed in this school. They are viewed on 3 monitors located in a basement room. They are monitored periodically throughout the day. All of the cameras are B&W.
- Extensive amounts of graffiti were noted on the back wall of the school facing the parking lot. The principal claims that this is old graffiti. He has had three sides of the school painted and no graffiti appears on these walls.
- All custodial closets and mechanical areas were locked.
- The school appeared to be well maintained.

Recommendations:

1. Few if any of the Philadelphia schools have downloaded and printed the Edison Emergency Handbook. This is hampering the implementation of the Code Red procedures. There is a great tendency to hold onto the Philadelphia plan even though it is not as comprehensive as Edison plan. This is an issue that needs to be addressed now.
2. It is suggested that future trainings be the ERT program and that the School Survival 101 training wait until the spring.
3. None of the schools were able to furnish accurate security or referral data. It is not clear if anyone in these schools is using the SASSY (?) system.
4. I have been very impressed with the physical condition of the schools and that perimeter doors as well as custodial closets, general storage areas, mechanical rooms and electrical panels are locked. In future site visits our time might be better spent observing movement of students, deployment of staff and reviewing Student Referral Reports (the pink slips).
5. The Philadelphia schools do not utilize Fire Evacuation maps in the classroom. All evacuation notices are printed. If this is going to change it might be useful to contract for this service with some company.
6. There is no indication that any effort will be made to number exterior doors.

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Morton McMichael Elementary School

Dr. Jan Solkov, Principal

This is a K – 8 school enrolling approximately 600 students, thirteen of which are physically and mentally challenged. In addition to the regular school program there is a Family Center in operation during the school day. The school staff consists of 2 administrators, 36 teachers, 1 secretary, 1 school police officer, 2 building engineers, 2 P/T cleaners, 8 F/T aides, 4 P/T aides and 4 lunchroom aides.

The school is located in a high crime area, one that has experienced gun fire during the school day, drug trafficking and other serious criminal activities. The Family Center provides a variety of community services to the residents of the area many of whom do not have children in the school. An unsupervised entrance is used by the Center that allows entry into the school and access to all three floors of the school. It is not unusual to find adults roaming the school corridors during the school day with no lawful reason for being where they are found.

Dr. Solkov is new to the school and expressed grave concern with having an unsupervised entrance to her school building. In discussion regarding her overall concerns for her school, she listed *fighting* and *trespassers* as major problems. *Student absenteeism* and *vandalism* were ranked as moderate problems. Dr. Solkov also raised the issue of potable drinking water in the school. It was noted that on sinks, located in hallways, there are red stenciled signs on the wall stating “Do not drink this water”. There are concerns that there is lead in the water due to old plumbing. The school district has not been able or willing to produce evidence that safe drinking water is available in the school.

It was further noted that while staff have been issued photo identification badges no one wears them.

During a tour of the school the following security issues were noted:

- Several exterior doors were not tightly closed allowing access to the building.
- The entrance used by the Family Center is not monitored.
- Storage room next to the Family Center was unlocked.
- The boiler room door was unlocked.
- Several fire extinguishers need to be recharged.
- Several Fire Exit lights were burned out.
- No Fire Evacuation maps were displayed in any classroom.
- In stairwell “E” access doors were unlocked.

Recommendations:

1. The entrance to the Family Center needs to be monitored. Visitors need to be confined to the Center and not allowed to roam the school.
2. Signs need to be erected on 36th St. restricting parking during the time of dismissal.
3. A set of internal master keys were stolen/misappropriated during the time materials were being delivered to the school. Selected doors need to be rekeyed.
4. All agencies using the school need to be involved in the Crisis Management Plan process.
5. Fire Exit maps need to be installed.
6. Consideration should be given to having the water tested so as to insure it is safe to drink.

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Sulzberger Middle School

Kathleen Lacy, Principal

This is a grades 6 – 8 program enrolling approximately 889 students. There are no physically challenged students enrolled in the school. The school staff consists of 2 administrators, 50 teachers, 2 secretaries, 3 school police officers, 1 NTA, 5 SSAP's, 2 F/T building engineers, 5 P/T cleaners and 5 noon time aides.

Mrs. Lacy has been the principal of this school for the past five years. She ranked *fight*s as a moderate problem. She lists not having para professionals on her staff as her most serious security concern,

During a tour of the school no security breaches were noted. Several storage /custodial closets were unlocked but custodians were in the area. The classrooms did not have Fire Exit maps on display.

Recommendations:

1. Fire exit maps need to be installed.
2. Exterior doors need to be numbered.

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Locke Elementary School

Cresenda Jones, Principal

This is a K – 5 program with an enrollment of approximately 440 students. None of the students are physically challenged. There is a Pre-K program in the school that is not an Edison program. The school staff consists of 1 administrator, 1 secretary, 1 school police officer (on loan), 1 NTA (on loan), 8 SSA's, 4 noon time aides, 2 F/T Building Engineers and 4 P/T cleaners.

Ms. Jones is new to the school and therefore had no personal knowledge of past security events occurring at the school. Information was furnished by the secretary and an SSA. They could recall several Assault & Batteries involving students and several involving teachers. They also recalled multiple thefts of school property. None of these recollections were supported by reports.

When ranking the seriousness of selected events, there was agreement that *student tardiness and absenteeism* was considered a serious problem, while *student fights, racial tensions and teacher absenteeism* was considered a minor problem.

Their primary security concerns included:

1. Students leaving school without permission.
2. Current staffing allocations.
3. Not being able to staff an In-school Detention Center.

During a tour of the school the following observations were made:

- No floor plan was available for review.
- A secondary command center has not been selected.
- There appears to be inadequate lighting in hallways.
- All custodial storage areas and supply closets were locked.
- No exterior doors have been numbered.
- Prior to school opening it was noted that children were crossing the street at 36th St. against the flow of traffic. There was no safety patrol or crossing guard present.

Recommendations:

- In preparation for implementing the Edison Emergency Plan, a floor plan needs to be developed and a secondary command center selected.
- Need to obtain ear pieces for hand held radios.
- Consideration should be given to asking the Philadelphia Police Department for an additional crossing guard for 36th Street.
- Administrators of the Pre-K program need to be included in the Crisis Management Plan.

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Penn Treaty Middle School

Donald Anticoli, Principal

This is a 5 through 8 program enrolling approximately 705 students only one of which is physically challenged. Staffing consists of 2 administrators, 47 teachers, 1 secretary, 2 F/T building engineers, 5 cleaners, 2 school police officers (3 are authorized), 2 noon time aides (5 are authorized), 1F/T SSA, 2 P/T SSA's and 2 TSS aides.

Mr. Anticoli is new to the school and so the Academy Director, who has worked in the school for a number of years, participated in discussions concerning the past security history of the school. While the school is located in a relatively high crime area, there were few incidents occurring in the school. The incidents of aggressive behavior appear to be within normal limits. This school does have 16 TV cameras that are displayed on monitors in the office. However, no one monitors them. There are no exterior cameras.

When ranking the seriousness of selected events, there was agreement that *student fights, tardiness and absenteeism* were considered a serious problem. *Teacher absenteeism and vandalism* were rated as a moderate problem.

Their collective security concerns included the following:
Student on student fights.
Failure of selected exterior doors from closing properly.
Parent issues.

A tour of the school did not disclose any security violations. All custodial storage areas were locked as well as access to electrical panels. Parking is a major concern as there is only street parking available. Parked vehicles can and do create a problem for the school buses. This is an issue that needs constant review.

Recommendations:

1. Consideration should be given to reviewing the current use of CCTV equipment with the possibility of upgrading the system with digital technology.
2. Obtain ear pieces for hand held radios.
3. Select a secondary command center.
4. Number exterior doors.

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Philadelphia Training and Assessment Review

Potter Thomas Elementary School

Mr. Sergio Rodriguez, Principal

This is a K – 8 program with approximately 660 students enrolled. There are no physically challenged students in attendance. The staff consists of 2 administrators, 35-40 teachers, 1 secretary, 1 building engineer, 5 cleaning staff, 1 school police officer, 5 noon time aides and 3 classroom aides.

Mr. Rodriguez is a new principal and referred to his Academy Director for historical security incident data. This school is located in an area frequented by drug users and dealers, which may explain why there have been in excess of ten incidents of theft of school property this past year. Fights were very prevalent last year and it was estimated that there were over 300 fights reported.

The principal indicated that the items listed in our survey of security concerns were all in the 2 (minor problem) – 3 (moderate problem) category.

As to his greatest security concerns he listed the following:

- Gates missing from fence surrounding the campus.
- Section of fence missing.
- Lack of staff and student photo identification badges.
- No CCTV.
- No controlled access to building, i.e. an electronic lock on front door.

A tour of the school did not reveal any breach of security with regard to electrical panels, custodial storage areas and storage areas in general. The doors appear to be in good working condition. The missing gates possess a serious security breach.

Recommendations:

1. The installation of gates will greatly enhance the level of security during the school day.
2. Consideration should be given to the installation of a video access system at the front door.
3. Consideration should be given to issuing photo identification badges to students and staff and requiring the wearing of same.

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Munoz-Marin Elementary School

Abigail Jimenez-Padron, Principal

This is a K-8 program with an enrollment of approximately 800 students. There are two life skill classes with 12 students in each class and one multiple handicapped class involving four students. There is also a Pre-K program in the school which is not associated with Edison. Staffing consists of 2 administrators, 41 teachers, 1 secretary, 1 building engineer, 5 cleaners, 1 NTA, 30 aides and para professionals (majority are assigned to the profoundly handicapped).

The history of this relatively new school was negligible with regards to security incidents. The design of this building enhances the overall security of this facility and precludes the commission of a number of disruptive events. However, fighting remains a significant concern on the part of the administration. This is an issue the school staff is focusing on and it is anticipated this category of offense will decline. The overriding concern expressed, was the lack of hallway supervision.

A tour of the school disclosed no security concerns. This is a well designed and well maintained facility.

Recommendations: None.

District Wide Recommendations: (Inclusive of the six schools surveyed)

1. Request water sample testing for the affected schools. (Each of the schools visited had warning signs against drinking or cooking with water from sinks).
2. Request that all exterior entrances be numbered.
3. Request accurate floor plans for each school.
4. Assist in the development of Fire Exit maps for each school.
5. Purchase ear pieces with remote mikes for radios that would be used during an emergency.
6. It is strongly recommended that a copy of last years (school year 2000 – 01) Security Incident Report be obtained from Mr. Dexter Green's office for each of Edison's schools. This is the only way to know what occurred in the school last year and to have any data to compare with this year's results.

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William T. Tilden

Mr. Franklin Gantz, Principal (First year principal)

December 3, 2002

This school accommodates grades 5 through 8. There are (1,313) students enrolled. There are (3) administrators, (58) teachers (currently there are five vacancies on the teaching staff), (11) SSA's, (1) NTA), (4) lunchroom monitors, (2) support staff, (4) school police officers, (1) school resource officer and (7) building engineers/custodians assigned to the school.

There was a 20% turnover in teaching staff last year. It is anticipated that approximately the same percentage will hold true for next year. The school averages 5+/- substitute teachers per day. There is approximately 10-12% of the teaching staff that is not certified.

Interview with Mr. Gantz revealed that few criminal acts have occurred on campus this year. (Mr. Gantz is a first year principal) His major concern is with student-on-student fights which average 1 or 2 each day. This school is located on the same grounds as Bartram High School which has a student population in excess of 3,000 students. In the beginning of the school year the high school students created major problems for the middle school. However, cooperative efforts between both administrations have helped address this problem.

There is no CCTV installed in the school and Mr. Gantz feels that the lack of such a system hinders his ability to manage his school as effectively as he would like. The staff has photo ID badges but has no way to wear them. Students are not provided with badges.

The Edison Emergency Handbook has not been downloaded and therefore not implemented. The Philadelphia plan is the only one in place. An Emergency Management Team has been selected and will receive their initial training this week. The current command for a lockdown is "Mr. Tilden is in the building." The stand down command is "Mr. Tilden has left the building." There have been two incidents this year when this command was given. One involved a teacher who had her ankle broken while breaking up a fight and the second occurred when there were intruders in the building.

Mr. Gantz ranked *student* and *teacher absenteeism* as a "major problem" while ranking *fights* and *sexual harassment* as "moderate problems". His major security concerns involve the lack of CCTV and how to handle late students. His attendance records show that approximately 100 students report late every day. The problem is getting these students to class once they leave the "Late Room".

During a tour of the school the following observations were made:

- All storage rooms, custodial closets, electrical panels and access to the boiler room were locked.
- There are no evacuation maps in any of the classrooms, only written instructions.
- It was noted that a number of classrooms had paper covering the glass in the door thus restricting visual observations in the classroom.
- The interior of the school was clean and free of trash and graffiti.
- Sufficient amounts of trash were noted on school grounds.
- The parking lot, which is shared with the high school, is full of broken glass.
- There was also an abandon automobile parked on the lot with most of the windows broken and glass on the pavement.

Risk Management

Philadelphia Training and Assessment Review

Add B. Anderson ES

Maxcine Collier, Principal

December 3, 2002

This is a K-5 school with a Comprehensive Day Care program associated with the school. However the program is run by a city agency. There are (462) students enrolled in the regular program. There are no profoundly handicapped students or staff assigned to the school. Staff consists of (1) administrator, (23) teachers, (1) secretary, (7) aides, (5) custodians, (1) school police officer, (1) NTA, (3) lunchroom monitors and (2) additional staff persons.

Student discipline referrals are all handled by the principal. This year there have been (49) referrals the majority of which were returned to the initiating teacher as "inappropriate referrals". One teacher was counseled after her 20th inappropriate referral. The legitimate referrals included fights and students being in the hall with out hall passes.

No security incidents have been reported this year with the exception of several fights.

There are no programs involving student involvement in addressing behavioral problems.

The Emergency Plan in effect is the Philadelphia plan. The Edison plan has not been downloaded or implemented. There is a Safety team comprised of ten (10) members. However they have never trained nor do they have specific assignments during an emergency. The school does use the term "Code Red" to signify a crisis. This is not city wide.

Mrs. Collier ranked *student tardiness* as a "major problem". *Fights* and *teacher absenteeism* were rated as a "moderate problem". Mrs. Collier expressed frustration over not being allowed to lock exterior doors from the inside until after the Day Care program operations shuts down at 6:30PM. She believes the Fire Marshall was responsible for this change.

The management of the Day Care program has not been included in discussions with regard to emergency situations.

During a tour of the school the following observations were made:

- Two storage rooms, one located at the end of the 2nd floor and the other at the end of the 3rd floor that were unlocked. There is no observable reason for these rooms to be unlocked.
- All custodial storage areas including the boiler room, mechanical room and electrical panels were locked.
- Classrooms only have the written instructions for a fire evacuation.
- There were no evacuation instructions in room 301.

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William F. Harrity, ES

Dr. Johnette Smith, Principal (First year principal)

December 4, 2002

This is a K-5 school with Comprehensive Day Care and Head Start programs. The regular school enrolls (626) students. Staff consists of (2) administrators, (40) teachers/specialists, (1) secretary, (6) custodians, (8) SSA's, (1) NTA, (4) noontime aides and no school police officer. There was a 50% turnover in staff at the beginning of the school year.

Student disciplinary referrals are handled through the FAST program. To date seven (7) referrals have reached the principals desk. Most of these were for minor offenses. There have been no security incidents occurring this year.

The school currently uses the Philadelphia Emergency Plan as they claim they have not received the Edison Plan. This will be correct at the next principals meeting scheduled for December 10th.

Dr. Smith ranked *fights*, *student tardiness*, and *student absenteeism* as "minor problems". *Teacher absenteeism* was ranked a "moderate problem". Her security concern centers on the fact that there is no School Police Officer assigned to the school. She feels it would greatly enhance security if one were assigned. Her second concern involved the lack of lighting for the parking lot.

During a tour of the school the following observations were made:

- Bob Cohen, Director of the Head Start program was interviewed and realizes the he and his staff needs to be involved in security planning. His number is 215.471.2741.
- The boiler room door was standing open. This is in an area where both the Head Start as well as the Day Care children are present.
- It was also noted that on this ground floor area, there were a number of small children in the hallway with no apparent adult being present. They could have easily gone into the boiler room out of curiosity.
- Several electrical panels located in hallways were standing open.

Risk Management

Philadelphia Training and Assessment Review

William D. Kelly, ES

Michael Garafola, Principal (Former principal of this school for five years)

December 4, 2002

This is a K-5 school with (365) students. There is also a Head Start program enrolling approximately 60 students. Staff consists of (1) administrator, (39) teachers including six teachers with the Head Start program, (1) secretary, (5) custodians, (11) aides, (1) school police officer, (1) NTA and (3) support personnel.

Student discipline referrals are handled through the following chain:

teacher --- lead teacher ---mentor --- principal.

Less than five (5) referrals have reached the principal's desk. Those that have generally involve physical confrontations.

There have been two incidents requiring the filing of a "serious" incident report. One involved five (5) kindergarten boys, age 5 years, who, while in the bathroom, pulled down their pants and bumped their butts together. The second event involved a small Swiss knife a student showed to another student.

When asked to rank various types of incidents, Mr. Garafola ranked *fights* and *student tardiness* as "moderate problems". *Gangs* (community), *student absenteeism* and *sexual harassment* were ranked as "minor problems".

His major security concern involves the drop off and picking up of Head Start programs. Parents are required to sign in and sign out their child from the program. One of the doors they exit from is often left open. He is concerned that someone could slip into the school unnoticed.

During a tour of the school the following observations were made:

- Access to the elevator is not restricted. A child could get on the elevator without any adult's knowledge.
- Several custodian closets were unlocked and accessible to children.
- None of the classrooms have Fire Evacuation directions posted. (Mr. Garafola explained that last year his NTA had the responsibility for posting these instructions. His current NTA did not know to do this.)
- This school has numerous unused classrooms. Some are used for storage areas while others sit vacant. Most of these rooms were unlocked, providing access to children.

Recommendations:

1. The wearing of photo identification badges by staff needs to be mandatory.
2. Middle school students should be issued and required to wear photo identification badges.
3. Elementary schools having Day Care and Head Start programs need to involve the adults associated with these programs involved in the emergency Management Plan for the school.
4. Schools who share common real estate need to advise the other school of their emergency plans and procedures even if they are not Edison schools
5. On a whole the elementary schools were far less security conscious than the middle schools with regards to the locking of storage areas and unused classrooms.

Risk Management

Philadelphia Training and Assessment Review

Alcorn Elementary School

Pamela Young Principal

October 30th, 2002

This is a K – 8 school located at two locations. Grades K-4 in one building and grades 5-8 in another building. Total enrollment 1,050 students. Staffing consist of (1) principal, (70) F/T teachers, (2) secretaries, (8) custodians, (9) SSA's, (1) security officer, (1) NTA, (2) community liaison persons, and (8) noontime aides.

It is estimated that there were over 1,000 discipline referrals last year and that the most serious events were student on student fights. Ms. Young listed *fighting and teacher absenteeism* as Major problems. Those listed as Moderate Problems included *gangs, student tardiness, class cutting, sexual assaults, sexual harassment and vandalism*.

This school has not adopted Edison's Crisis Plan and therefore no effort has been made to select an Emergency Management Team.

During a tour of the facility the following deficiencies were noted:

- Visitor's entrance was not marked.
- No visitor sign-in log was maintained.
- Student sign out log is not maintained.
- Bathrooms were covered in graffiti.

Risk Management

Philadelphia Training and Assessment Review

Shaw Middle School

Dr. Wayne Burke, principal

October 31st, 2002

This school consists of grades 5 – 8 and enrolls 798 students. Staffing consists of (2) administrators, (38 F/T teachers, (2) secretaries, (8) custodians, (2) security officers and (3) NTA's.

During a discussion of past criminal activity at the school it was disclosed that the school has been targeted by arsonists, there have been (4) bomb threats, multiple assaults, numerous fights, 2-3 aides have been assaulted, there have been robberies and extortions committed on campus. Additionally sexual assaults and threats to do bodily harm have occurred.

There was no tour of the facility and the interview was less than satisfactory.