

**State of New Hampshire
EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) PROGRAM
PHYSICAL SECURITY ENHANCEMENTS for SCHOOLS**

To enter information in a block, click on the gray rectangle. Text blocks will expand as needed. Click on check boxes to select.

Applicant – Name of School Administrative Unit (SAU): Dover – SAU #11	
Mailing Address: 61 Locust Street, Suite 409	
City: Dover	Point of Contact: Paula Glynn
State: NH	Title: Director of Curriculum
Zip: 03820	Email Address: p.glynn@dover.k12.nh.us
Applicant DUNS Number: 09-935-9168	Business Telephone: (603) 516-6707

Type of Grant: School Emergency Preparedness – Facility Security

This funding announcement addresses only physical security enhancements. Funds may **NOT** be used for consultant services.

The requesting School Administrative Unit (SAU) understands that the grant’s priority of funding will be on a first-come, first-served basis. The SAU also understands that this grant shall not exceed \$50,000.00 and will be a 50% Federal / 50% SAU cost share and will be administered on a reimbursement basis. The SAU’s share may be in the form of soft or in-kind match. Upon approval of this grant request and a fully executed grant agreement, the SAU may incur costs against the grant award and submit requests for reimbursement to the NH Homeland Security & Emergency Management (NHHSEM). Payment will be made on actual costs only. Costs that exceed the amount of this grant award will not be reimbursed. The SAU further understands that it shall complete all activities, such as equipment purchases and installation, prior to September 30, 2014. Invoices for said activities must also be dated on or before September 30, 2014. Grantees will have until October 31, 2014 to submit requests for reimbursement.

National Incident Management System (NIMS) Compliance for Schools:

SAUs that are awarded funds through the EMPG Program must be compliant with the minimum training standards of the National Incident Management System (NIMS), as required by the Federal Emergency Management Agency (FEMA). To be NIMS compliant, school leaders and emergency teams must:

- Successfully complete the emergency management courses reflected in the NIMS training matrix below:

Discipline	NIMS Courses		
	IS 100.SCa	IS 200.b	IS 700.a
School Command Personnel and Section Chiefs (and alternates)	X	X	X
School Emergency Team Leaders (minimum)	X		
School Staff* (recommendation only)	X		

* *It is recommended that all school staff complete IS-100.SCa. This will increase the ability of a school to respond effectively to any incident.*

- Formalize a School/District Public Information System which should include Public Information Officer training and establishing a Joint Information System with local agencies (part of NIMS Compliance).
- Incorporate corrective actions and lessons learned in updated school's Emergency Response Plan.

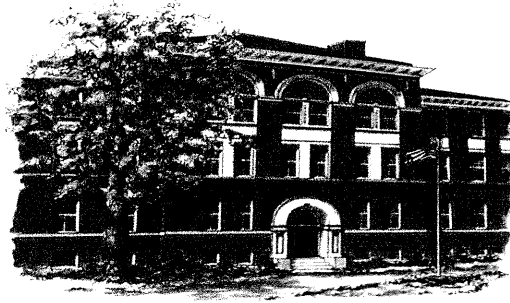
NIMS Information & Training. The NH Fire Academy is your primary point of contact for NIMS training and compliancy questions. You may also access online NIMS courses by clicking on the following links:

IS-100.SCA: Introduction to the Incident Command System for Schools
<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-100.SCa>

IS-200.B: ICS for Single Resources and Initial Action Incidents
<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-200.b>

IS-700.A: National Incident Management System (NIMS), An Introduction
<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-700.a>

JEAN BRIGGS BADGER
Superintendent



SCHOOL ADMINISTRATIVE UNIT #11
McCONNELL CENTER
61 LOCUST STREET SUITE 409
DOVER, NEW HAMPSHIRE 03820-4132
TEL (603) 516-6800
FAX (603) 516-6809

DOVER SCHOOL DISTRICT

July 2, 2013

To Whom It May Concern:

This is to certify the following Dover School District administrators have completed the ICS-100 training:

Jean Briggs Badger	Superintendent
Paula Glynn	Curriculum Director
Mike Limanni	Business Manager
Peter Driscoll	Principal, Dover High School
Peter Wotton	Athletic Director
Louise Paradis	CTC Director
Jon Altbergs	Dean of Instruction, Dover High School
Kim Stephens	Freshman Dean, Dover High School
Kim Lyndes	Principal, Dover Middle School
Bruce Patrick	Dean, Dover Middle School
Amanda Isabelle	Dean, Dover Middle School
Mike McKenney	Principal, Horne Street School
Beth Dunton	Principal, Garrison School
Jeff White	Facilities Director

In addition, these two have completed ICS-100, ICS-200 and ICS 700 series training:

Patrick Boodey	Principal, Woodman Park School
Cathy Faure	Facilities Liaison

Respectfully,

Jean Briggs Badger
Superintendent of Schools

Dover School District Mission Statement

Strengthening our community by educating every child, every day!

Certification of NIMS Compliancy. The School Superintendent will provide NHHSEM with certification that the schools involved in this application are NIMS compliant.

SAUs with schools that are not yet NIMS compliant: SAUs may still submit an application for funding even if schools that will benefit from funding are not yet NIMS compliant. However, the grant application will be placed in a queue. Review and approval of the grant application will not be conducted until we receive proof of NIMS compliance.

Area of Priority:

School Emergency Preparedness – Facility Security

Examples of durable goods and building security upgrade items that may be considered for funding, but are not limited to: Entry access systems, locking systems, video surveillance, security cameras, and enhanced building materials.

Again, consultant services are ineligible.

Applications can be completed online at http://www.nhoodle.nh.gov/irc/?page_id=3504 . If completing online is not an option, applications may be mailed to NH Homeland Security & Emergency Management, 33 Hazen Drive, Concord, NH 03305, Attn: FFY 2012 EMPG School Applications c/o Cindy Richard or via email at cindy.richard@dos.nh.gov.

All applicants are encouraged to work with your assigned NHHSEM Field Representative to ensure applications are consistent with the instructions in this application. If you are unsure who your Field Representative is, you may inquire by calling 603-223-3663.

Once an application has been approved, and in keeping with federal accountability and reporting requirements, NHHSEM will require a signed grant agreement with an outline of terms and conditions, which together will constitute the SAU's acceptance of EMPG funds.

Please answer the following questions regarding the form of assistance your SAU is requesting.

1. What process was used to determine the unmet needs of the SAU?

In March 2011, the Dover School District ordered a School Security Risk Assessment from Primex Risk Management Services Department. In May 2011, Mr. David Witham, Senior Consultant at Primex reported findings to the Dover School Board (Addendum #1)

We then began to work with facilities to address the recommendations to improve safety and security at our schools. Funding issues delayed the completion of some recommendations and projects.

In January 2013, the Superintendent created the District Security Review Committee. Included in this application are the agendas and minutes from those meetings as well as the list of committee members.

This committee, comprised of school, fire, police, city council members and others, discussed the security needs of the District and prioritized possible solutions.

Finally, in March 2013, the Dover School District administration prioritized the most pressing security needs by school:
(Addendum #2)

2. What unmet needs will the requested assistance address? (Complete the following table for schools in your SAU that will benefit from funding under this grant.)

<i>School Name</i>	<i>School (physical) Address</i>	<i>Proposed Projects</i>
District		Alert Us software (Addendum #3)
Dover High School	25 Alumni Drive Dover, NH 03820	1. Upgrade kiosk in lobby 2. Reprint of flip charts 3. Repeater and portable radio system(Addendum #4) 4. Monitor and intercom system
Dover Alternative School	50 Alumni Drive Dover, NH 03820	1. Upgrade kiosk in lobby 2. Reprint of flip charts 3. Repeater and portable radio system(Addendum #4) 4. Monitor and intercom system 5. Security Camera
Dover Middle School	16 Daley Drive Dover, NH 03820	1. Reprint of flip charts 2. Repeater and portable

		<i>radio system (Addendum #4)</i>
Garrison Elementary School	50 Garrison Road Dover, NH 03820	1. Reprint of flip charts 2. Repeater and portable radio system (Addendum #4)
Horne Street School	78 Horne Street Dover, NH 03820	1. Reprint of flip charts 2. Repeater and portable radio system (Addendum #4)
Woodman Park School	11 Towle Avenue Dover, NH 03820	1. Reprint of flip charts 2. Repeater and portable radio system (Addendum #4)

3. How does the proposed project enhance or build upon previous Homeland Security investments made by the SAU (*through prior EMPG grants or other means*)?

This project will enhance the Dover School District efforts to date to improve security at our schools. To date, we have already accomplished the following:

District wide:

- Entrance – Installed visitor signage
- Identified all entry/exit doors
- Repaired exterior lighting fixtures
- Developed ID system for staff
- Developed ID system for visitors
- Repaired exterior lighting fixtures
- Developed/enforced policy prohibiting propping of exterior doors
- Considered policy requiring classroom doors to be locked when empty
- ID drop-off points and staff doing traffic control

Dover High School and CTC:

- Restricted roof access from second floor windows
- Examined more formal access to CTC restaurant

Dover Alternative School:

- Improved building access control at main entrance

Dover Middle School:

- Enabled staff members to operate roll-down doors in cafeteria
- Re-examined use of folding gates
- Installed security camera near band equipment storage area

Horne Street Elementary School:

- Removed items that allow roof access
- Considered relocation of dumpsters

<p>Considered additional lighting on south side of building</p> <p>Garrison Elementary School: Fenced/shrouded gas pipe Added additional security cameras/upgrades receiver Organized items in interior hallways Added security lighting at rear of building</p> <p>Woodman Park Elementary School: Added exterior security camera</p>
<p>4. Describe current building security measures (equipment/plans/procedures) already in place at the locations receiving security enhancements.</p> <p>In addition to the extensive list of items completed above, funds for panic buttons have been approved for each building as well as the SAU office, and the plan is in place for implementation.</p> <p>Consultant fee for 2-Way Communications for radio/repeater system plan has been completed and paid.</p>
<p>5. What is the SAU's future investment strategy to ensure long term success of the project? <i>(Briefly describe what policies, protocols or procedures are developed or will be developed and practiced to ensure proper use of security enhancements.)</i></p> <p>The Dover School District is strongly committed to the continued improvement of security in our schools. The District Security Review Committee will continue to monitor our schools' progress on safety and security enhancements. This project is focused on improving communication as a vital first step to increased security and responsiveness. Research has shown that clear and timely communication is a critical factor in mitigating any crisis situation, natural or man-made. This grant will allow us to take the next step to purchase quality radios and repeaters, ensuring quick response with our fire and police departments. This is our number one unmet need from the security audit and administrative priority list. Also attached are two district policies on safety and surveillance. (Addendum #2)</p>
<p>6. Describe the location and maintenance plan for the requested security enhancements.</p> <p>The locations are: Dover High School, Dover Alternative School, Dover Middle School, Garrison Elementary School, Horne Street Elementary School, Woodman Park Elementary School.</p> <p>Building administrators will be charged with oversight of the maintenance of this communication system along with facilities department.</p>
<p>7. It is a requirement of this grant to inform the Police Chief, Fire Chief and Emergency Management Director (as applicable) in the community where each school is located of your proposed projects. Had this been done? Yes – Police and Fire have both attended the May 2013 administrative meeting with Superintendent, Principals, and Directors, and are aware of our application. If yes, please identify the individuals contacted: Police Chief – Mr. Anthony Colarusso Fire Chief – Mr. Richard Driscoll Emergency Management Director – Mr. Richard Driscoll</p>

Project Narrative - Please include a breakdown of all expenses (attach other documents as needed):

Alert Us System: \$4,000.00

Kiosk at Dover High School and the Alternative School: \$8,000.00

Reprint of safety flip charts: \$3,000.00
Repeater and portable radio system: \$35,000.00
TOTAL: \$50,000.00

Quotes/Proposals - Attach project quotes/proposals to your application submittal.

Attached? Yes No

COST ESTIMATE SUMMARY

Please be aware that Federal funds cannot be matched with other Federal funds.

1. EMPG Funds Requested - Federal Share of 50%: \$ 50,000.00

2. SAU Share of 50%: \$ 53,926.00

3. Please describe below how the SAU will use either in-kind match or cash match for their share of 50%.
Include the value and details of any in-kind contributions to the project(s).

Panic switches in all buildings, including the SAU office - \$8,106.00

Cost of police department and fire department trainings for staff - \$1,225.00

Maintenance and training of plan for administrators (14 administrators x 16 hours x \$50/hr) - \$11,200

Purchase and installation of generator at Dover Middle School - \$33,395.00

TOTAL: \$53,926.00

Some examples of possible sources of in-kind match include: staff time spent on developing and maintaining a school's Emergency Response Plan, participation in drills and exercises, monies expended on emergency supplies or job aids, etc.

SIGNATURE & CERTIFICATION PAGE

The NH Department of Safety, Homeland Security and Emergency Management shall reserve the right to verify any statement or answer given on an application for a grant under this part where good cause exists. Good cause shall include, but not be limited to the following:

[1] A false statement or answer in an application; or

[2] A change in the applicant's criteria which has not been reported on the application; or

[3] Inconsistent or inaccurate statements in prior applications.

I certify that the statements in this application are true and correct to the best of my knowledge. Should this SAU be chosen to receive this grant, I acknowledge that I will comply with the conditions of the grant.

Paula Glynn, Curriculum Director

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Print/Type Name and Title of Grant Coordinator

Signature (if submitting electronically, type your initials)

7/2/13

Date