

Emergencies & School Safety

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In an Emergency

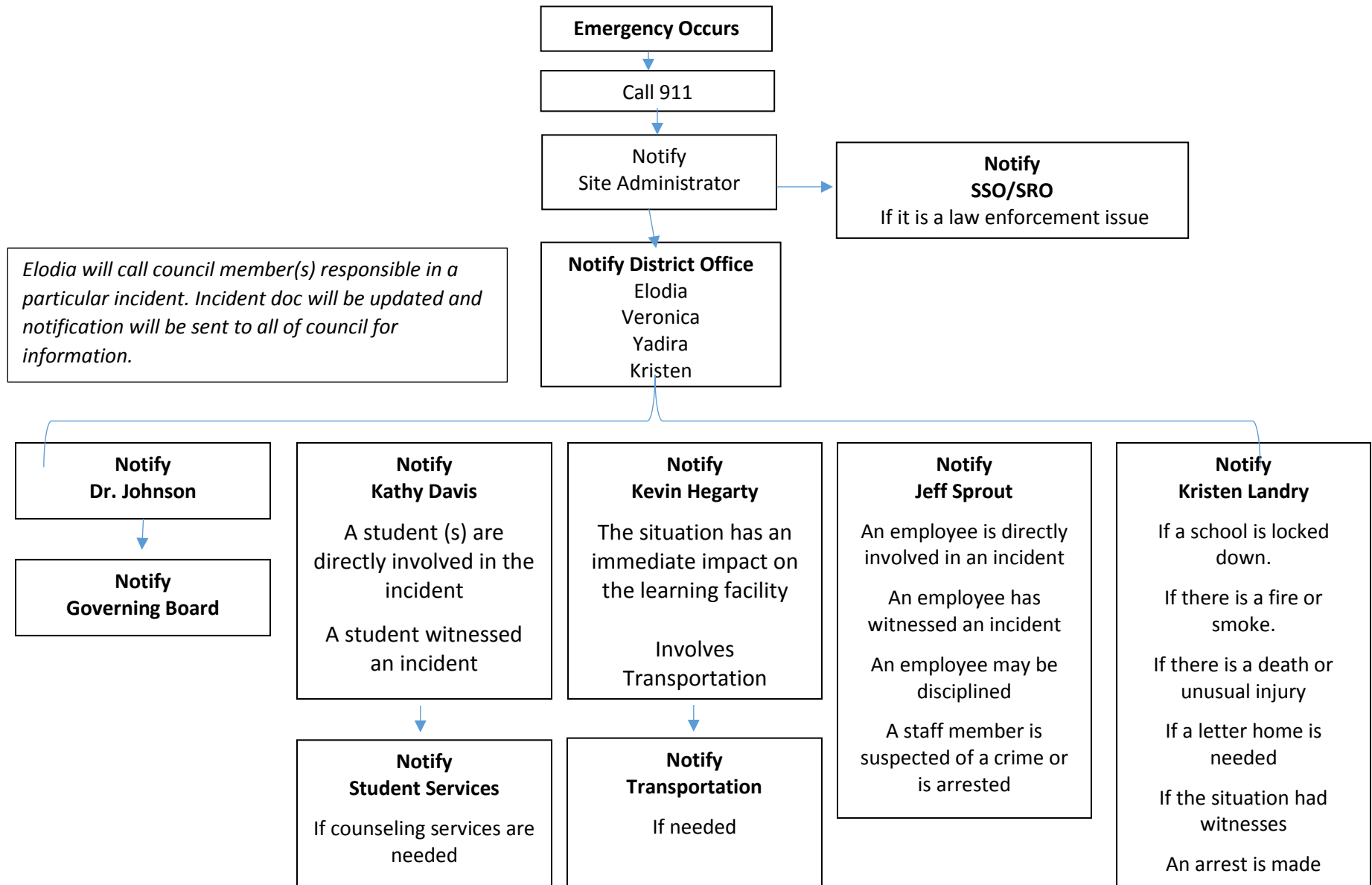
Whenever a school requests emergency responders, either the Fire Department or Police, the district should be notified.

1. Call 911
2. Stabilize situation
3. Call LEC or direct someone else to call LEC
4. Follow up with additional information.

Once contacted, the LEC will input the details of the call into an emergency call spreadsheet and all council members will be notified.

Emergency Situation Communications Flow Chart

Emergency: immediate situation impacting the health or well-being of a person on campus or other district sponsored location.



Front Office Staff Lockdown Drill Checklist

- ☐ Lockdown is called
- ☐ All staff should email your school's lockdown group the status of their rooms.
 - Students missing from the room, identified by name
 - Extra students that were scooped up, identified by name
 - Additional adults in the room (support staff, district visitors, parent volunteers, etc)
 - Specials teachers should identify the group they have (Mrs. Smith's class, all here)
- ☐ Two people should review the incoming emails
 - One should be recording, while the other announces each room's status
 - Use a roster and blank sheet to record missing/extra
 - Create a new log (Desert Meadows example)
- ☐ Once the emails slow, identify the rooms you have not yet heard from
 - Call the room via the intercom.
 - Listen in first to make sure everything sounds normal
 - Request the teacher email the status in
 - If you still do not get a response, send someone to check on the room
- ☐ Match up the missing/ extra students.
 - If there are any missing students that haven't been located, try to troubleshoot.
 - Call the class they went missing from and see if they have any additional information
 - Ensure the student was not reported absent
 - If you cannot find the student, have them report to the office following the drill to see where they were.
 - Follow up with staff
- ☐ Check the visitor log and ensure all visitors were accounted for.
 - Follow up with the visitor's destination, if not noted in the status update
- ☐ Conclude the drill
- ☐ Debrief as a team
 - Identify what went wrong/right in accountability, door checks, maintenance issues, etc
 - Follow up with staff where they may have been issues.

Visitor Badges

Visitor badges are to be issued to all visitors in exchange for their identification. Please follow the process below to ensure all campus visitors are accounted.

1. Visitor checks in to the office
2. Front office staff must request the visitor's identification
3. School retains visitor's identification and a school visitor badge is issued. Visitor must wear the visitor badge at all times while on campus.
4. The visitor badge number assigned should be noted in the visitor log.
5. Upon check out, visitor must return the visitor badge in exchange for their identification.
6. At the end of each day, front office staff should ensure all personal identification cards have been returned in exchange for visitor badges. If they have not, a call should be made to the individual reminding them that they must return the visitor badge in exchange for their ID.

Visitors who do not provide their identification should not receive a permanent visitor badge and may not enter campus.

Visitor's personal identification may not be returned to them unless they have returned the visitor badge.

Permanent badges should be issued to all adult visitors. If both parents are visiting a classroom, both must provide their ID and each will receive a visitor badge.

During Large Campus Events

Whenever a large event is occurring on campus the school may issue temporary visitor stickers upon check-in without retaining the visitor's identification. Stickers should be dated so that they cannot be re-used.

Field-Trip Chaperones

Permanent visitor badges should only be given to visitors that will be on campus. They should not be provided to individuals that will be leaving campus to attend a field trip or other off-site function.

Crisis Plan Materials

Each site has at least two binders titled “Emergency Response Plans” that outline the steps to take in a variety of emergency situations. Additionally, these binders contain maps, templates, and other tools needed for emergencies.

Per ARS 41-1803 all crisis planning documents are confidential and may not be shared with members of the public.

41-1803 G. All critical infrastructure and key resource information that is protected by the critical infrastructure information act of 2002 (6 United States Code section 133) and that is provided to or in the possession of any state agency or political subdivision of this state, or an authorized agent of a state agency or political subdivision, is confidential and exempt from public disclosure under this chapter and title 39, chapter 1. When information is provided pursuant to this subsection, the provider is responsible for notifying the recipient that such information is critical infrastructure or key resource information.