

# Laveen School District Staff Safety and Security Manual



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## I. Introduction

This guide addresses the actions staff should take to ensure the safety and security of their campus/ worksite.

It is based on best practices for responding to a school emergency developed by crisis experts and law enforcement partners.

## II. Staff Responsibilities

All Laveen staff members are responsible for maintaining a safe and secure environment at their campus/ worksite. Staff members have three main responsibilities:

- Prevent access
- Be aware of their surroundings
- Report potential hazards

### a. Preventing Access

In an effort to prevent access to the campus/ worksite by an intruder, staff members must do the following.

- Never prop open doors or gates
- Ensure all doors and gates close and latch behind them
- Ensure doors are locked when necessary
- Ensure windows are covered when necessary
- Monitor visitor access by checking for identification and destination
  - Staff members must wear their Laveen badge at all times
  - Teachers must ensure students are wearing their ID badges at all times

### b. Being Aware of One's Surroundings

Staff members must be aware of their surroundings and be able to identify suspicious activity.

- As a team, staff members should identify what a suspicious or threatening behavior looks like.
- Staff members must be in the hallway during passing periods to monitor activity.
- Staff members should take notice of signs or sounds of trouble and be prepared to act.

### c. Report Potential Hazards

Staff members must report potential hazards. This includes malfunctioning doors, gates, locks, and intercom systems.

All teachers have access to the intercom system and may announce a lockdown school-wide in the event of an emergency. When announcing a lockdown, plain language

should be used. Code words should never be used when alerting the school population of an emergency.

Staff should never pull the fire alarm for any reason other than to alert to an immediate threat of fire or smoke.

#### d. Reporting Threats

Data shows that over 80% of active shooters told someone of their plans prior to committing an act of violence. Threats are communicated in a variety of ways. They are most commonly communicated verbally and heard by students or staff. They can also be observed when a student engages in threatening gestures. Students have communicated threats when writing in a journal or in making notes or lists of targets. Increasingly threats are shared on social media.

If a staff member witnesses or learns of a potential threat, it must be reported to law enforcement and the school principal or area director immediately via phone call or in-person conversation.

Upon this information being reported, the school will then evaluate the threat using the *Guidelines for Assessing Threatening and Dangerous Behaviors in School Protocol*.

- After a threat is reported, the school administrator completes the initial assessment and determines if the threat is credible.
- If it is believed to be credible, a more in-depth assessment is completed by a team led by the school counselor. This phase involves talking to the students, interviewing witnesses and communicating with family members. This allows the team to determine the level of risk.
- Finally, an Intervention plan is developed with short and long-term action steps that will support the student. This plan is developed with the parent and, if needed, community mental health agencies.

The school's evaluation will be done concurrently with the law enforcement investigation.

### III. Lockdowns

The school campus or worksite may be put into lockdown for a variety of reasons. This includes an intruder, a person intending to cause harm to themselves or others, or a situation occurring within the neighborhood.

There are two terms used for locking down a campus, hard and soft.

a. **Hard Lockdown**

A school should go into a hard lockdown when there is an immediate threat to campus. This ensures that students are immediately brought to safety and the campus is secured.

Please refer to the Classroom Lockdown Procedures Addendum. In general, staff should do the following, if safe to do so, during a hard lockdown:

- Move to the safest area, if not in a classroom
- Secure the door
- Listen for sounds of trouble
- Open door, sweep in kids
- Cover windows
- Move class to safe area within the classroom, typically the door-side wall
- Check on adjoining classroom, if applicable
- Remain silent (including cell phones)
- DO NOT evacuate during a lockdown if fire alarms are activated UNLESS there is a visible and immediate threat of fire or smoke
- DO NOT open the door for anyone once the room has been secured, including persons identifying themselves as law enforcement officers. Any person who needs access to a locked room will have a key

Staff should assume that they are to go into a hard lockdown unless told otherwise.

b. **Soft Lockdown**

A soft lockdown occurs when the threat is off campus. This typically occurs when there is a police investigation occurring near the school.

A school will typically go into a hard lockdown first and then transition to a soft lockdown.

Please refer to the Classroom Lockdown Procedures Addendum. In general, during a soft lockdown:

- Instruction may continue
- People may move within their building once the perimeter doors are secured
- Teachers and staff will report the students in their care
- Persons may be still be restricted from coming and going

c. **Lockdown Drills**

Schools shall practice lockdown drills quarterly. The purpose of drills is to test student and staff actions and also identify areas for additional training or necessary facility repairs.

Staff should not be aware of when a drill is scheduled. It is acceptable to notify staff that a drill will be occurring in the near future without a specific date and time.

It is recommended that drills occur at inopportune times during the school day to better test the system.

#### IV. Fire Evacuation Procedures

Schools are required to practice fire evacuations monthly. There have been instances of individuals using these opportunities to inflict harm on school populations. With this in mind, staff should exercise caution during an evacuation and do the following:

- Stop, look, and listen before evacuating the classroom
- Peek outside the door to ensure there is no suspicious activity
- Be constantly aware of your surroundings as you evacuate
- Be prepared to have an alternate plan in the event the situation changes

Staff and students should NOT evacuate during a lockdown unless there is an immediate threat of fire or smoke.

#### V. Training New Staff

All staff will receive training on safety procedures at least annually. New hires will receive training as part of their on-boarding.

## Classroom Lockdown Procedures

Lockdown will be announced via intercom. Typically, you will go into a “hard lockdown” first. Once everything is secure, you may transition into a “soft lockdown” upon direction from your front office.

Teachers will:

- Listen for sounds of trouble
- Lock classroom door (if able to do this from inside, do this first).
- Cautiously open door and sweep in students
- Assigned teacher will check bathrooms, if safe to do so
- Close door, verifying that it is locked/latched
- Cover windows
- Instruct students to move to the doorside wall of the room
- Turn off lights
- Ensure adjoining classroom has locked their exterior door.
- Cover window/lock adjoining door if able to do so
- Room should be silent, including cell phones.

If outside during a lockdown:

- If it is safe to do so, quickly move to the nearest classroom.
- If it is not safe, move to an area that is safe and out of view.

Teachers will not:

- Continue instructing
- Allow noise to occur
- Open their door at any time following it being locked

### Soft Lockdown

In the event the lockdown is due to a threat verified to be outside the campus, staff may be advised via intercom to transition into a “soft lockdown.”

Once a “Soft Lockdown” is announced, Teachers will:

1. Report missing/extra students by name to their school’s “lockdown” email list
  - a. Missing: Those that should be in the class, but are not
  - b. Extra: Students that were swept in, but are not normally in that class.
  - c. Any extra staff or visitors should also be accounted for
2. Students may return to their desks and instruction may continue.
3. Perimeter doors will be locked.

## **Classroom Lockdown Procedures**

4. Upon approval by law enforcement, persons may be able to move about the building, but not go outside.
5. Permit students to text their parents with a message, preferably written on the white board by the teacher

### **Notes:**

- Staff will stand out in hallways during passing periods (middle school)
- Teachers will lock classroom doors when room is not in use
- Anyone who needs to gain entrance to your classroom will have a key
- Don't worry about building doors during a hard lockdown
- Staff will not assume a child not in their classroom made it to their destination and should note them as "missing" during a soft lockdown
- Teachers assigned to check a bathroom will post a sign in their room

## **Gym Hard Lockdown Procedures**

### **Teachers will:**

1. Direct students to behind stage curtain or designated room
2. Lock gym door.
3. Listen for sounds of trouble.
4. Cautiously open door and sweep in students
5. Close door, verifying that it is locked/latched
6. Instruct students to move to the doorside wall of the room or safe area on stage and sit.
7. Turn off lights
8. Room should be silent, including cell phones

## **Cafeteria Hard Lockdown Procedures**

### **Staff will:**

1. Direct students to kitchen area or designated room
2. Lock doors
3. Listen for sounds of trouble.
4. Cautiously open door and sweep in students
5. Close door, verifying that it is locked/latched
6. Instruct students to move to the doorside wall of the room or other safe area and sit.
7. Turn off lights
8. Room should be silent, including cell phones



## Classroom Lockdown Procedures

### Administrative Lockdown Procedures

#### Drills:

- Communicate drill to families (see family communication)
- Admin will stand in hallways at time of lockdown to observe (are teachers quickly pulling in kids, locking doors, do kids know where to go?)
- Front office staff will hang green sign on door
- Front office staff will move to area where there are computers/ video monitors
- Move from hard to soft lockdown
- Review video following the drill (key areas: playgrounds, gym, café, hallways)

#### Real Emergencies

- Notify district
- If able to move to monitors, make sure it is on “Live”
- PD have access to master key via lockbox. Dispatch has the code.
- Limit radio traffic