

**DEERFIELD COMMUNITY  
SCHOOL DISTRICT**

**SCHOOL SECURITY AND  
SAFETY PLAN**

**STAFF TRAINING**

- Share overview of Crisis Plan
- Review safety and security practices
- Review **Standard Response Protocol**

**Staff Training Outcomes**

## **WHAT IS IT?**

- A manual of immediate, preventive and supportive actions for a variety of crisis situations

## **WHAT SHOULD YOU KNOW?**

- Manuals are kept in: school office, district office, B&G office
- Many situations are handled by Code Blue response team and/or through information shared in your employee handbooks.
- Serious situations may require immediate action and administration should be involved as soon as possible.

# **DISTRICT CRISIS COMMUNICATIONS PLAN**

## **STAFF RESPONSIBILITIES**

- **Be Proactive** -post the plans and maps, take drills/practices seriously, role model for students
- **Be Alert** -identify high risk students/staff/adults and refer to administration or counselor immediately
- **Follow Protocol** –have current grab and go information, understand and follow your role in situation, follow actions recommended in crisis training and handbook
- **Know Support Team** –administration, school psychologist, school counselors, school nurse
- **Be Aware of Risks** –understand and gain awareness of potential risks that may occur in school setting

# **DISTRICT CRISIS COMMUNICATIONS PLAN**

- ABUSE/NEGLECT REPORTING
- ACCIDENT/INJURY AT SCHOOL
- ACCIDENT/INJURY ON TRIPS
- SEVERE ALLERGIC REACTION
- AIRBORNE HAZARDOUS MATERIAL RELEASE
- BATTERY AND SEXUAL ASSAULT
- BODY FLUIDS AND HANDLING
- BOMB THREATS/TELEPHONE THREATS
- BUILDING DESTRUCTION/DAMAGE

## **DISTRICT CRISIS COMMUNICATIONS PLAN**

- CHEMICAL/HAZARDOUS MATERIALS/ENCOUNTER
- CHILD ABDUCTION/MISSING CHILD
- COMMUNICABLE DISEASE
- COMPLAINTS OF SERIOUS NATURE AGAINST SCHOOL DISTRICT EMPLOYEE
- EMERGENCY ILLNESS
- FIRE OR EXPLOSION
- FOOD POISONING
- GAS LEAK
- INTRUDER/HOSTAGE/WEAPON

## **DISTRICT CRISIS COMMUNICATIONS PLAN**

- MEDICATION/SUBSTANCE ABUSE OVERDOSE
- POISONING
- POWER FAILURE OR LINES DOWN IN AREA
- SUICIDE RISK
- SUICIDE/SUDDEN DEATH PLAN OF ACTION
- SYSTEM FAILURE
- TORNADO
- UNREST ON SCHOOL GROUNDS
- NUCLEAR/RADIATION WARNING PROCEDURES
- WEATHER RELATED SITUATIONS

## **DISTRICT CRISIS COMMUNICATIONS PLAN**

## **FOLLOW PROTOCOL-PROCESS- PROCEDURE**

- **Field Trip Safety**

- Must have an ACCURATE student and chaperone list for main office and with teacher on trip
- Must have emergency contact information for students and chaperones
- Take all necessary medications

- **Bodily Fluids and Handling**

- All staff are required to follow protocol when contact with bodily fluids is necessary/possible -  
USE GLOVES!

**NECESSARY SAFETY AND  
SECURITY PRACTICES**



- **Child Abduction/Missing Child**

- "Code Adam"

- **Safety Drills-Fire, Tornado, SRP actions**

- Practicing during lunch/passing/break times

- **AED's**

- Know the locations in your building

**NECESSARY SAFETY AND SECURITY PRACTICES**

- **Main Entrance Procedures for All Buildings**

- Protocol must be followed by all staff-not optional
- ALL visitors/students enter through main doors

- **Faculty Identification**-Staff must wear ID in building, keycard and keys attached

- **Faculty Information Sheet**

- Emergency information kept in the main office-confidential

- **"Grab & Go" Emergency Information**

- Plastic sleeve containing: SRP sheet, red/green cards, current class list(s)

**NECESSARY SAFETY AND SECURITY PRACTICES**

## **WHAT IS IT?**

- Classroom response for critical incidents, designed to provide consistent, clear, shared language and actions among all students, staff and first responders
- **FOUR (4) Specific Actions followed by Directive**
- If SRP is activated- Parents/Guests/Visitors will not enter the building

**STANDARD RESPONSE PROTOCOL**

# **1. HOLD -Clear the halls**

- Clear the halls and remain in room or area until “All Clear” is announced
- Close and lock the door
- Account for students in class
- Business as usual inside

**STANDARD RESPONSE PROTOCOL**

## **2. SECURE** –Get inside. Lock outside doors.

- Return to inside of building
- Business as usual inside
- Increase situational awareness
- Account for students in class
- Threat outside of the building

**STANDARD RESPONSE PROTOCOL**

### **3. LOCKDOWN** –Locks, lights, out of sight

- Threat or hazard inside or on campus
- **A.L.I.C.E. Protocol**
  - **Alert**
  - **Lockdown**
  - **Inform**
  - **Counter**
  - **Evacuate**
  - Know your options!
  - Barricade, Counter, Evacuate

**STANDARD RESPONSE PROTOCOL**

## **4. EVACUATE** -Location may or may not be specified

- Need to move students and staff from one location to another
  - Examples: Active Threat, Fire, Bomb Threat, Chemical Hazard
  - Potential Locations: Opposite building, football field, well house, Savannah Park, Liberty Lutheran Church
- Take emergency information-class lists, red/green card
- Protocol states for single line, holding hands
- Students need to report to specific teacher
- Account for students-use red/green card

**STANDARD RESPONSE PROTOCOL**

## **5. SHELTER** -(Using the Announced Type and Method)

- Need for personal protection is necessary
  - Tornado, Bomb Shelter
- No students or staff leave the building
- Shelter area symbols will be displayed in both buildings
- Take emergency information-class lists, red/green card
- Maintain silence to hear further instructions

**STANDARD RESPONSE PROTOCOL**



- Dept. of Homeland Security Webinar:  
<http://www.dhs.gov/activeshooter>

## **NEXT STEPS**

- Check for “Grab and Go” in classroom
  - Protocol chart
  - Updated student lists
  - Red/Green card

**SAFETY BEST PRACTICES**