

SAFETY AND SECURITY STANDARDS

The Board of Education (BOE) is committed to maintaining a safe work environment as well as providing every opportunity for students to have a productive and positive educational experience. Policies, procedures and protocols have been developed to align with best practices.

This document serves as an introduction to critical elements of SVVSD Safety and Security practices. Board Policy and District procedures are referenced throughout and everyone is encouraged to review them in detail. Safety and Security is everyone's responsibility.

Standard Response Protocol: BOE Policy ADD

Protocol is posted next to the evacuation map in all classrooms.

- **Lockout-** A lockout means there is a threat outside the school building (domestic issues, person with a gun, robbery at a local store, etc.). A lockout requires all exterior doors to be locked. Students at recess or physical education are brought back into the school. Classroom activities continue uninterrupted during a lockout.
- **Lockdown-** A lockdown means there is a threat inside the building. Staff will make an announcement to go into lockdown. Teachers direct students go to the nearest room, lock the door, get down on the floor in a corner of the room that is not visible from interior windows and stay quiet. A lockdown is released **ONLY** when law enforcement or an administrator physically unlocks the classroom door and informs you it is safe. If it is safe, you may evacuate the building in a lockdown and go to a safe location away from the building.
(Procedure 705-19)
- **Evacuate-** An evacuation of the building is done when the building poses a risk to students and staff (gas leak, fire, etc.). Evacuation maps are posted inside the classroom door- please review and fully understand your evacuation route. A controlled evacuation occurs when law enforcement releases students from locked classrooms to evacuate the building in an orderly fashion after a threat has occurred inside the building (intruder). Students and staff will be provided instructions on how to evacuate and will be asked to hold hands to create a chain as they exit the building.
When evacuating the classroom, doors should be latched and lights turned off. Staff, students and volunteers must be 300 feet from the building.
- **Shelter In Place-** Shelter in Place occurs when there is a man-made or natural hazard that makes it unsafe to be outside (hazardous spill, tornado, winter storm, etc.) Administration will announce a shelter in place with a description of the hazard and provide instructions on what actions to take.

Red Card/Green Card- Red/green cards are used as an accountability system for tracking missing students during an emergency. Any time students are evacuated from the building, teachers should take with them their attendance sheets and the red and green cards with the room number and teacher's name on it. If all students in the classroom are present the teacher holds up the green card and if a student is missing the teacher holds up the red card. The red card can be used during a lockdown. Place the red card with the room number on it in an exterior window if there is a crisis in the classroom. If you do not have an exterior window, place the red card with the teacher's name on it in the interior window.

Emergency Drills: BOE Policy EBCB, Procedure 700-10 All schools and District buildings are required to conduct emergency drills per fire code, Safe Schools Act, Senate Bill 00-133, and District Policy. All staff is required to participate

in emergency drills. Per Board policy, these drills will be unannounced and conducted at various times throughout the school year.

Mandatory Reporting: BOE Policy JLF, Procedure 700-9: The State of Colorado specifically names school officials and employees as persons required by Article 10 of the Children’s Code to **immediately report** any suspected cases of child abuse or neglect and circumstances which might reasonably result in abuse or neglect. Any person who willfully violates these provisions can be prosecuted. If you suspect abuse or neglect, please notify the school administrator immediately. You are required to make notification to either Social Services or Law Enforcement and complete the appropriate forms if you suspect abuse or neglect. Social Services will provide you with a document asking if you wish to be contacted with follow up information. Reporting staff must follow up to ensure steps have been taken in accordance with the law. The administrator will assist you in the process.

Access Control/Visitor Management: BOE Policy ECAB, ECAB-R, KI, Procedure 705-ECAB

- **A-phones-** All exterior doors should be locked no later than 15 minutes after the start of school. Schools may modify the time they have the front entrance unlocked based on certain school functions. However, the front entrance should, for the most part, remain locked during the course of the school day. If an exterior door is unlocked for passing period or lunch, a staff member must be within line of sight of the door until it is locked.
- **District assigned keys and key cards-** 705-ECAB 7.3 Loaning keys- Persons to whom District keys, codes, and or access cards to District facilities are issued are prohibited from loaning them or releasing them from their possession to anyone for any reason. Failure to comply may result in disciplinary action and/or monetary penalty.
District key cards and/or physical building keys that have been misplaced, lost or stolen must be reported immediately to a direct supervisor.
- **Door propping/providing access by bypassing the A-phone system** - Propping exterior doors is strictly prohibited. Opening exterior doors outside of the A-phone protocol for students or visitors is prohibited.

Reporting threatening or concerning behavior

In most cases of violent incidents in a school setting, the person responsible has shared his/her thoughts with someone. The challenge lies in determining what an actual threat is and what are random utterances and veiled threats. A significant step in making a determination revolves around effective and timely communication. It is critical for staff to report concerns immediately to the school administrator or direct supervisor. Many times multiple individuals have concerns about a student but fail to report concerns because it seems somewhat insignificant; however, when reported to administration it may be the one piece of information that builds a bigger picture. Don’t hesitate to report concerns.

I acknowledge and understand the safety and security policies, procedures and protocols for St. Vrain Valley Schools.

Signature: _____ Print name: _____

Date: _____ Location: _____