

Safety and Security in Waterbury Public Schools



Situational Awareness

***Situational Awareness: is the ability to identify, process, and comprehend the critical elements of information about what is happening or knowing what is going on around you; gut instincts that something doesn't seem right.**

- ***It just doesn't seem right!***
- ***It doesn't look right!***
- ***It doesn't feel right!***
- ***It doesn't smell right!***
- ***It is not right----- → Act Accordingly***

“Seconds Matter”*

- Securing our buildings and classrooms will stall the forward progress of any intruder in our schools until the arrival of law enforcement.
- Sandy Hook
- *Rich Klett, Newington Public Schools

“Lock Ready” Position

- All exterior doors and interior classroom doors and areas of educational assembly shall be in “Lock Ready ” position at all times.
 - ***No exterior doors shall be propped open or un-manned if left open: Please immediately secure any door found open***
 - All classroom doors should be locked at all times and require key access to enter, if closed
 - During a “LOCKDOWN” simply shut the already locked door
 - Constant vigilance = saved seconds and ***“seconds matter!”***

Building Access

- Beginning this fall eighteen schools will have card access installed to allow authorized access to all employees, utilizing your photo ID cards, at pre-designated doors during pre-set hours.
- The remaining 14 schools will be upgraded with similar card access capabilities shortly thereafter.

Visitors

**** “Any visitor who is not a District or City employee on official business, a State or Federal employee on official business, Board of Education Commissioner, or a student enrolled in the school, will be termed a “visitor” under Board Policy and is subject to the(se) procedures.”**

B.O.E. policy # 1250

- All ***visitors*** must directly report to the Main Office upon arrival, provide identification which will be kept by school staff during the visit (along with a photocopy to be kept in the student's cumulative file), and sign in where designated. **Identification will be issued to the *visitor* which must be displayed at all times during the visit.**

- No visitor, except a law enforcement officer duly authorized by the Waterbury Police Department, is allowed to bring a **weapon of any kind** into any school in the District or on school grounds.

- In order to safeguard student privacy rights, ***videotaping, photography or use of recording devices or electronic equipment, including phones, is prohibited, by the visitor during the visit*** unless prior permission is given by the Superintendent and appropriate prior written consent of the student is obtained.

- ***Visitors*** must follow all school rules and administrative directives and minimize disruptions of the school's learning environment.
- ***Visitors*** must not disturb the students, teachers or interrupt classes in any way.

- *Please challenge anyone who you do not recognize and who is not wearing a visitor's identification badge or label.*
- *Call a peer or building administrator for assistance.*
- *Constant, team vigilance will make our schools, students and staff safe!*

Incident Command System

- A systematic tool used for the command, control, and coordination of an emergency response.
- All Connecticut School districts are required to use this system during any school emergency or related emergency. P.A. 13-3

Incident Commander

- The Individual responsible for overall command of an incident, until relieved by a superior, police or fire commander
 - Principal or Vice-Principal
 - House Principal
 - TVP (Teaching Vice-Principal)
 - Department Head
 - Senior Staff member

Alternate Evacuation Site

- Each school in Waterbury has a designated alternate evacuation site where the students and staff shall be temporarily re-located if the building becomes uninhabitable.
- Please check with your school administrator to learn the location so you may become familiar with the quickest and safest route should it become necessary to evacuate the school.

Emergency Procedures

- Lockdown
- Shelter in Place
- Evacuation

Lockdown



Lockdown

- A lockdown is a process to secure and isolate the students, staff and visitors, from visibility and access by intruders, not authorized to be in the school building, until the arrival of law enforcement.

Lockdown

- If a **Lock Down** is ordered, we must remain locked in the classroom, with the students, until the authorities clear us to leave. This means **no one can leave** and **no one can enter** a classroom until the area is declared safe.

- **“LOCK DOWN”** will be announced over the public address system/radios, **multiple times.**
- **No one enters or leaves the building until the “all clear” is given.**
- **Remain calm: Your actions will lead your student’s actions.**

- Adults should **quickly** check the halls directly outside their classrooms for any adults or children and bring them into the nearest “lock-ready” classroom.
- Those adjacent to restrooms should **quickly** check for students and bring them to the nearest classroom.
- Invite substitute teachers in ***adjacent classrooms*** into your class for support and direction.

- **Close all lock-ready doors, no one** moves in or out of any room until an **“all clear”** is given.
- Close windows, shut off lights. Leave computers on to communicate with command center.
- Cover the window on your door or interior glass facing the interior hallway with ***pre-cut or prepared*** paper to prevent visual access.
- Keep students **quiet and calm.**

- Move students to an area in your room which is furthest from windows and doors.
- Instruct students to sit on floor, cross-legged, hands at sides (depending upon age) – remain **SILENT!!!**
- Take attendance and note any missing students, notify (computer or cellphone) command center of missing students.
- Notify the command center if you have extra staff/students(s) in your classroom, aside from your own.

- If students are at recess, or outside the building, immediately take them to the *alternate school evacuation site, and advise the command center via radio or cellphone.
- **DO NOT RETURN TO THE SCHOOL UNLESS DIRECTED BY THE INCIDENT COMMANDER!**

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- If your class is at lunch, (and you are in the teachers' lounge), please proceed to the nearest “**lock-ready**” office or classroom and notify the command center.
- If you are out of the building, you will be unable to reenter.
- Make sure you are signing in and out on a daily basis when leaving during school hours.

Shelter in Place



Shelter in Place

- Shelter in Place provides refuge for students, staff and public inside the secure school building during an emergency. The primary shelter area is the classroom unless directed otherwise by the incident commander.

- Shelter in Place is used when evacuation would put people at risk (i.e. external threat, tornado, environmental hazard, blocked evacuation route).
- Shelter areas may change depending upon the situation or emergency
- **“SHELTER IN PLACE”** will be announced over the public address system/radios in a normal tone.

- Bring all students and staff inside the school to their classrooms and CLOSE the “lock ready” classroom door.
- Close blinds and window shades, if so equipped. Extinguish lights, if so directed.
- Continue regular Class instruction so as not to disrupt the learning process.

- Take attendance, ensure that all students are accounted for, and report anyone missing to the ***Incident Commander***.
- Students may transition between classes, library, tech ed. class, computer and science laboratories, lunch waves and the lavatories as necessary. NO OUTSIDE ACTIVITIES SHALL OCCUR UNTIL THE “ALL-CLEAR” IS ANNOUNCED.

- Staff should keep students safe inside the classroom until the scene is determined to be safe by the Incident Commander, fire or police department personnel.
- Keep students and staff inside the building. No one should leave or enter the school. Visitors should stay for their safety. No new visitors shall be allowed in the building until the “All Clear” is given.

Evacuation



Evacuation Procedures:

- General Emergency Evacuation Procedures including fire, earthquake, bomb or explosions:
- ***Familiarize yourself with the Emergency Evacuation Exits and routes to the outdoors.***
 - *Alternate School Evacuation Site: Ask your principal where the site is
- The classroom emergency backpack shall be taken with the class, upon evacuation.

- **Upon hearing a fire alarm or upon direction from the Incident Commander:**
- Teachers will evacuate the students from the building to a pre-designated area or alternate evacuation site under the ***Incident Commander's*** direction.

For an earthquake, teachers will direct students to 'drop and cover' and wait until the shaking has stopped. Then evacuate the students immediately.

- The teachers will take attendance and establish the class's status: Report any missing students to the command center. Team Leader will utilize radio system to notify administration and medical staff to locate student. **At least one teacher or paraprofessional will remain with a class at all times.**
- The building can be re-entered once the building has been declared safe by the incident commander, fire or law enforcement personnel or other school district official.

- Personnel with radios, after receiving the instruction to reenter will relay the message that it is safe to re-enter the building.
- Teachers with disabled student(s) will confer with a building administrator to arrange for additional assistance if necessary.
- Teachers will remain with students until it is safe to re-enter the building or they are picked up by an authorized adult.

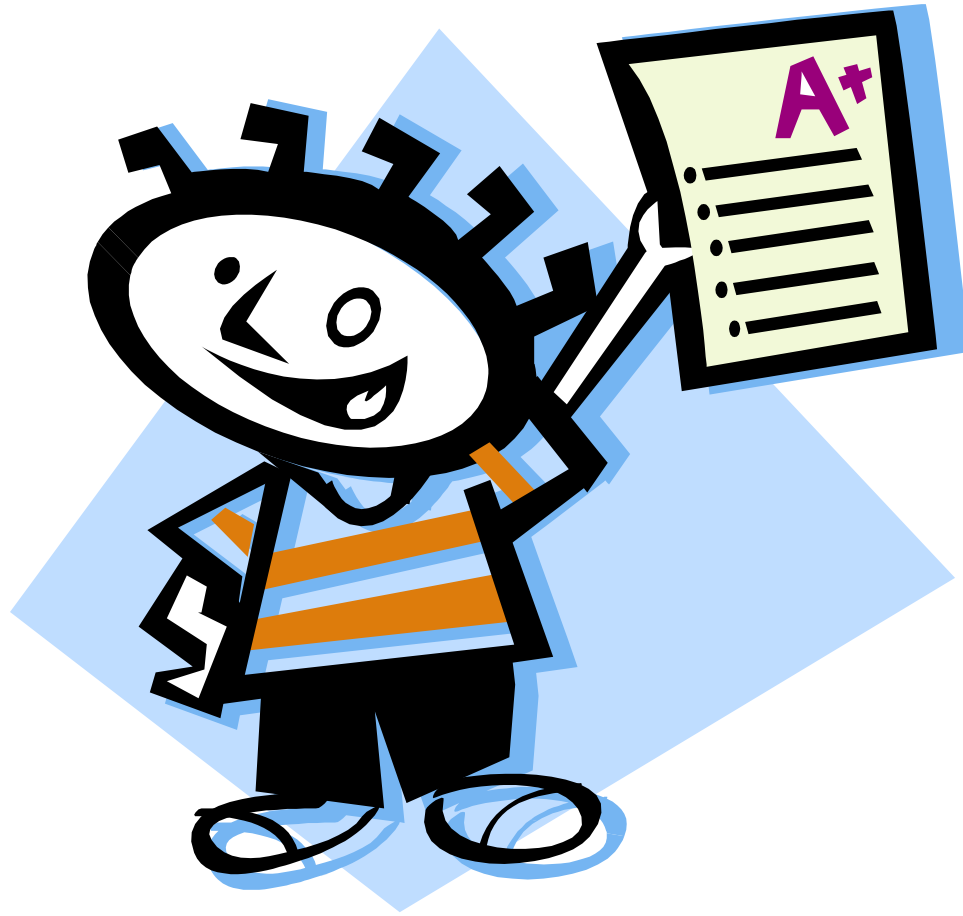
Fire and Crisis Drills

- [CT Gen Stat § 10-231 \(2012\)](#)
- (a) Each local and regional board of education shall provide for a fire drill to be held in the schools of such board not later than thirty days after the first day of each school year and at least once each month thereafter, except as provided in subsection (b) of this section.
- (b) Each such board shall substitute a crisis response drill for a fire drill once every three months and shall develop the format of such crisis response drill in consultation with the appropriate local law enforcement agency. A representative of such agency may supervise and participate in any such crisis response drill.

Fire and Crisis Drills will happen when
you least expect them!



Be Prepared for Success



- Questions, Comments or Suggestions?

