



PARAMOUNT UNIFIED SCHOOL DISTRICT

GREAT THINGS ARE HAPPENING IN PARAMOUNT SCHOOLS



SAFETY AND SECURITY PROTOCOLS 2019-20

Emergency Management for Schools

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SAFETY & CRISIS PLANNING IN TODAY'S SCHOOLS:

OVERCOMING THE HURDLES

The need to respond quickly and effectively to emergencies in today's schools is greater than ever. But are the strategies currently in place sufficient for the task?

A PREVALENT PROBLEM



Implementing the Framework for Safe and Successful Schools

Implementing the Framework for Safe and Successful Schools requires policies and practices that support ongoing efforts to establish comprehensive school safety programming.

- Provide ongoing, high quality, relevant, and job embedded professional development to all school staff.
- Encourage the use of professional learning communities or other structured avenues to foster collaboration among school staff.
- Ensure that district and school teams have representation of diverse stakeholders, including principals, teachers (general and special education), parents, school security professionals and school resource officers (SROs), school-employed mental health professionals (e.g., school psychologists), and other specialized instructional support personnel.
- Engage in resource mapping to better understand available resources and how they are utilized through the school or district to support:
 - Instruction, Organization and management, Learning supports (e.g., mental and behavioral health services)
- Develop a process for regular examination of school initiatives to improve student outcomes.
 - Are any initiatives redundant?
 - Are all initiatives directly related to the school improvement plan?
- Effectively engage the school community in school improvement and school safety efforts.



3 out of 5

schools say they feel at least somewhat prepared to handle a crisis

But many are revisiting their strategies in light of recent events

52%

plan to invest in improving their crisis and emergency response systems



CURRENT STRATEGIES

POLICY RECOMMENDATIONS TO SUPPORT EFFECTIVE SCHOOL SAFETY

1. Allow for blended, flexible use of funding streams in education and mental health services; *General Fund, Restricted Funding, Insurance Funds*
2. Improve staffing ratios to allow for the delivery of a full range of services and effective school–community partnerships; *Social Workers, Counselors, Psychologists, District CSPs, District SROs*
3. Develop evidence-based standards for district-level policies to promote effective school discipline and positive behavior; *Multi-Agency partnerships and standards*
4. Fund continuous and sustainable crisis and emergency preparedness, response, and recovery planning and training that uses evidence-based models; *Annual drills, security and communication systems, emergency storage*
5. Provide incentives for intra- and interagency collaboration; *County (SROs), City and ASCIP*
6. Support multitiered systems of support (MTSS). *Social-Emotional initiatives*



PARAMOUNT UNIFIED SCHOOL DISTRICT

ACTIVE SHOOTER PROTOCOL---ADMINISTRATIVE RESPONSIBILITIES

This protocol will address the duties of principals and administrators or their designee during an active shooter incident. Additional duties may be added at the direction of the Superintendent/Designee or Incident Commander.

- Sound the “Active Shooter/Lockdown” PA notification system
- Call 911
- Make every effort to insure that all staff is aware of the active shooter
- Make or direct repeated announcements
- Notify District Office/Superintendent or Designee
- Principals or site administrator will be the Incident Commander until law enforcement arrives
- If safe to do so, assign CSP to secure the perimeter gates- LOCKDOWN
- If safe to do so, assign CSP to open perimeter gates- EVACUATION
- Direct designated CSP or staff member to obtain the police response box for responding officers
- If safe, direct CSP or staff member to meet/direct responding officers at a designated gate
- Serve as law enforcement liaison until relieved or directed to evacuate
- When safe, assign designated personnel to pre-designated reunification centers
- Remain calm and focused
- Prepare to evacuate students
- Direct the Parent/Student Reunification Center(s)



ACTIVE SHOOTER IMMEDIATE ACTION CHECKLIST

Principal

During an Active Shooter Incident:

- Assure staff is aware of the Active Shooter Incident by sounding alarms and making repeated announcements (plain English)
- Notify law enforcement! Call 9-1-1
- Immediately notify District administration of Active Shooter
- Provide staff with directives concerning lockdowns and evacuations
- Provide for your safety and that of staff and students

THIS CHECKLIST DOES NOT CONTAIN THE DETAILS LISTED IN THE ACTIVE SHOOTER PROTOCOL.



PARAMOUNT UNIFIED SCHOOL DISTRICT

ACTIVE SHOOTER PROTOCOL---STAFF

Any Paramount Unified School District (PUSD) employee who determines an active shooter incident is taking place shall immediately notify school administration and call 911.

Active shooter incidents rapidly evolve and develop into chaotic situation quickly. The following guidelines should be followed after immediate action is taken to seek shelter. This document shall serve as the Paramount Unified School District's Active Shooter Protocol for staff. All PUSD personnel shall become familiar with and be guided by this protocol during an active shooter incident.

IF POSSIBLE TO LEAVE THE AREA SAFELY, DO SO. IF NOT, FOLLOW DESCRIBED LOCKDOWN PROCEDURES.

LOCKDOWN

IF LOCATED OUTSIDE OR ESCAPING FROM A BUILDING (ONLY IF YOU CAN DO SO SAFELY)

LAW ENFORCEMENT RESPONSE

CONFRONTING THE SUSPECT (LAST RESORT—ONLY WHEN YOUR LIFE IS IN IMMINENT DANGER)

THINGS TO REMEMBER



PARAMOUNT UNIFIED SCHOOL DISTRICT

ACTIVE SHOOTER CAMPUS SECURITY PERSONNEL PROTOCOL

This protocol will specifically address the basic duties expected of a Campus Security Personnel (CSP) during an active shooter incident. Additional duties may be added at the discretion of a supervisor or administrator. All CSPs should follow the guidelines below with the knowledge that they must protect their own safety first while completing the below listed functions.

- Report "Active Shooter" to Administration via radio
- Try to determine the location of the shooter and possible direction of travel; provide description
- Confront the suspect if safe to do so
- Assist with lockdown/lockout procedures
- Provide traffic control for ingress and egress of first responders, staff and students utilizing the established traffic plan in a safe location
- Obtain the Police Roll Out Box and have it ready for first responders
- Report suspicious packages, bag, (or other threats) to law enforcement
- At the direction of school administration, assist with evacuations when safe
- Provide Assistance at Parent/Student Reunification Centers

- School maps with priority locations marked
- Aerial photos of the campus and surrounding area
- Roster (with assignments) of all school personnel
- Directory
- Maps with locations of utilities/alarms/sprinkler shut off valves
- Location of established CSP Posts
- Tactical map of the campus
- Campus keys/radio

*Each map and roster should have multiple copies and if possible should be laminated.

Safety Security Chart

LOCK DOWN

WHEN

Intruder; Armed Intruder; Civil Unrest; Law Enforcement Action

DISCOVERING PARTY

- Notify principal or designee. If you are unable to reach the principal or there is a threat of danger, call 9-1-1.
- Police/Sheriff Department contact the school and calls **Lock Down**.

Teachers

- When informed of a lock down, initiate lock down procedures and await further instructions via email or PA system.
- If outside, proceed to the safest and closest classroom.
- If inside, gather all students and staff in your immediate area. Shut and lock all doors and windows.
- Remain calm, turn off lights and remain out of sight of windows and doors. If possible cover windows, including the window in the door to shield view into rooms. Blinds should always be positioned for exterior visibility.
- During lock down, communicate any suspicious activities or noises to the office if safe to do so.
- To account for students/staff and visitors.
- Remain in lock down status until further instructions or an announcement is made.

Principal or Designee

- Assess the situation to determine status level of threat.
- Notify teachers and staff if there is a need for **Lock Out** or a **Lock Down**.
- Call 9-1-1 if there is an indication of danger to students or staff.
- Activate the Incident Command System. You are the Incident Commander.
- Notify the Superintendent and/or the District's Director of Security.

LOCK OUT

WHEN

Civil Unrest; Law Enforcement Action; Unusual Events in the Area

DISCOVERING PARTY

- Listen for signal or announcement from the school. The action can be initiated by the onset of the incident or by Law Enforcement activity.

Teachers

- Close and lock all doors, windows and drapes.
- Continue with normal classroom activities, as much as possible.
- Refrain from moving students between any rooms; utilize the lock down buckets if necessary.
- Be prepared to implement a lock down.

Principal or Designee

- Make announcement on PA of a **Lock Out**; be prepared for a **Lock Down**.
- Insure that all gates and exterior doors are locked.
- Obtain as much information from Law Enforcement as possible and respond accordingly to their directions.
- If possible, utilize School Resource Officer to maintain communication.
- Notify the Superintendent and/or the Security Director.

District Office

- Monitor any situation and be readily available to assist. Make any parental notification as needed and if appropriate.
- Have all district nurses, qualified first aid staff members, psychologists and counselors available if necessary for any catastrophic event, per the district policy.
- Deploy District Operations staff members to immediate area when appropriate to assist the staff with the student's safety or student release to parents.

ACTIVE SHOOTER ON CAMPUS

WHEN

When an announcement is made of Active Shooter on Campus or you hear gun shots

RUN!

When an active shooter is NOT in your vicinity:

- If there is an escape path, attempt to evacuate.
- Evacuate whether others agree to or not.
- Leave your belongings behind — **JUST GET OUT**.
- Help others escape if possible.
- Prevent others from entering the danger area.
- Call 911 when you are safe.

HIDE!

If evacuation is not possible, find a place to **QUIETLY** hide;

- Quickly and quietly lock and blockade all doors.
- Silence your cell phone and anything that might emanate a tone or vibrate.
- Hide behind large objects.
- Your hiding place should:
 - Be out of the shooter's view.
 - Provide protection if shots are fired in your direction.
 - Do not restrict your options for movement.
- Remain very quiet

FIGHT!

- As a last resort, and only if your life is in danger.
- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Utilize any improvised weapons.
- Commit to your actions, have the will to survive and protect your students.

Principal or Designee

- Announce via PA that there is a Shooter on campus and the police have been notified.
- Call 9-1-1 immediately.
- Shelter in place or evacuate. Prepare for the Off-Site/Relocation site. Activate the Incident Command System. You are the Incident Commander.

Paramount USD - 911 Emergency Call - District Procedures

Apr 10, 2019

EMERGENCY CALLS DURING BUSINESS HOURS

LAND LINE 911 CALL

School site/department calls 911 using land line. 911 system automatically informs Business Office/District Office call manager (DOCM) plus Student Services and Security.

DOCM places 1st call to School site/department to get emergency details.

DOCM notifies Superintendent's office and Business Offices responsible for response.

After some time (approx. 15 minutes) - DOCM places 2nd call to School site/department for updates.

DOCM provides updates to Superintendent's office or designee .

Updates call cycles (site/Superintendent) continue as needed.

CELLULAR 911 CALL

School site/department calls 911 using cellular phone. School site/department calls **District emergency number (562-808-2088)** to provide emergency information.

DOCM notifies Superintendent's office and Business Offices responsible for response plus Student Services and Security.

After some time (approx. 15 minutes) - DOCM places call to School site/department for updates.

DOCM provides updates to Superintendent's office or designee .

Updates call cycles (site/Superintendent) continue as needed.

AFTER HOURS / WEEKENDS

Emergency caller **dials 911** as needed and **District emergency number (562-808-2088)** to provide emergency information.

Staff or security company responds to emergency call and notifies appropriate emergency and District personnel.

DOCM provides updates to Superintendent's office or designee .

Updates call cycles (site/Superintendent) continue as needed.

GENERAL INFORMATION:

DOCM - District Office Call Manager - Usually Business Office, will forward phones to another assigned District office department when unavailable for continuity of services

WHEN PHONES ARE NOT WORKING:

If phones are not working - School Site/department notifies District Office/Security of emergency situation via radio.

DISTRICT EMERGENCY NUMBER:

The District Office will have staff answer the district emergency phone line **(562-808-2088)** during business hours. from 8:00 am to 5:00 pm. After hours and weekends the line will be answered by the District's security company.

NOTICE OF WEAPON ON CAMPUS (Firearm)

Apr 10, 2019

Site/Staff receives notice of weapon on campus

Principal or designee calls 911

With Law Enforcement, Principal or designee calls for lock down / lock out

911 EMERGENCY CALL PROCEDURE



SITE LAND LINE USED

1

When 911 is called from
land line, the system
automatically informs the
Business Office



CELL PHONE USED

1

School site or Department
calls 911 from Cell phone

2

A second call is placed to
the District Emergency
Number: **(562) 808-2088**
to provide emergency
information

Student Services

Business Office

Security



Notify Asst Supts
(Elem/Sec)

Notify Superintendent's
Office

Notify SROs



Follow Up - Call Back -
Updates

ACTIVE SHOOTER PROTOCOL

Apr 10, 2019

Site/Staff receives notice of active shooter on campus

Principal or designee calls for lock down / lock out

Principal or designee calls 911

911 EMERGENCY CALL PROCEDURE



SITE LAND LINE USED

CELL PHONE USED

1

1

When 911 is called from
land line, the system
automatically informs the
Business Office

School site or Department
calls 911 from Cell phone

2

A second call is placed to
the District Emergency
Number: **(562) 808-2088**
to provide emergency
information

Student Services

Business Office

Security



Notify Asst Supts
(Elem/Sec)

Notify Superintendent's
Office

Notify SROs



Follow Up - Call Back -
Updates



The Standard Response Protocol
K-12 Schools

The Standard Response Protocol (SRP) is based not on individual scenarios but on the response to any given situation. Like the Incident Command System (ICS), SRP demands a specific vocabulary but also allows for great flexibility.

The SRP is based on four actions: Lockout, Lockdown, Evacuate and Shelter.

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKOUT! GET INSIDE. LOCK OUTSIDE DOORS.

STUDENTS

Return inside
Business as usual

TEACHER

Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance



LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

TEACHER

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance



EVACUATE! TO ANNOUNCED LOCATION.

STUDENTS

Bring your phone
Leave your stuff behind
Follow instructions

TEACHER

Lead evacuation to location
Take attendance
Notify if missing, extra or injured students



SHELTER! HAZARD AND SAFETY STRATEGY.

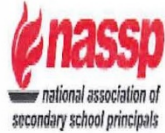
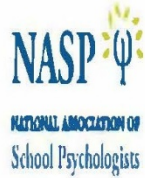
STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

TEACHER

Lead safety strategy
Take attendance



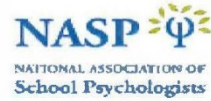


Standard Reunification Method



A Practical Method to Unite Students with Parents After an Evacuation or Crisis.
Based on the Adams 12, Five Star School District Practices.

The "I Love U Guys" Foundation
Version 0.9.3



Talking to Children About Violence: Tips for Parents and Educators

Families and school personnel play a critical role in helping to reestablish a sense of normalcy and security for children after an act of violence occurs. Follow these key reminders and visit www.nasponline.org/children-and-violence to learn more.



Reaffirm Safety

Emphasize that schools are very safe. Let children speak about their feelings and validate all reactions to the event. Support the appropriate expression of their feelings and help to put them in perspective.



Make Time to Talk

Let children's questions guide the information provided. Be patient and look for clues that a child wants to talk. Young children may need concrete activities (e.g., imaginative play) and some older children may prefer writing or playing music.



Keep Explanations Developmentally Appropriate

Early Elementary

Provide simple information balanced by assurance of safety.

Upper Elementary & Early Middle

Answer questions and assist in separating reality from fantasy.

Upper Middle & High

Emphasize student role in safety & how to access support.



Review Safety Procedures

Help children identify one adult at school and in the community that they can go to if they feel threatened or at risk. Review procedures and safeguards in school and home settings.



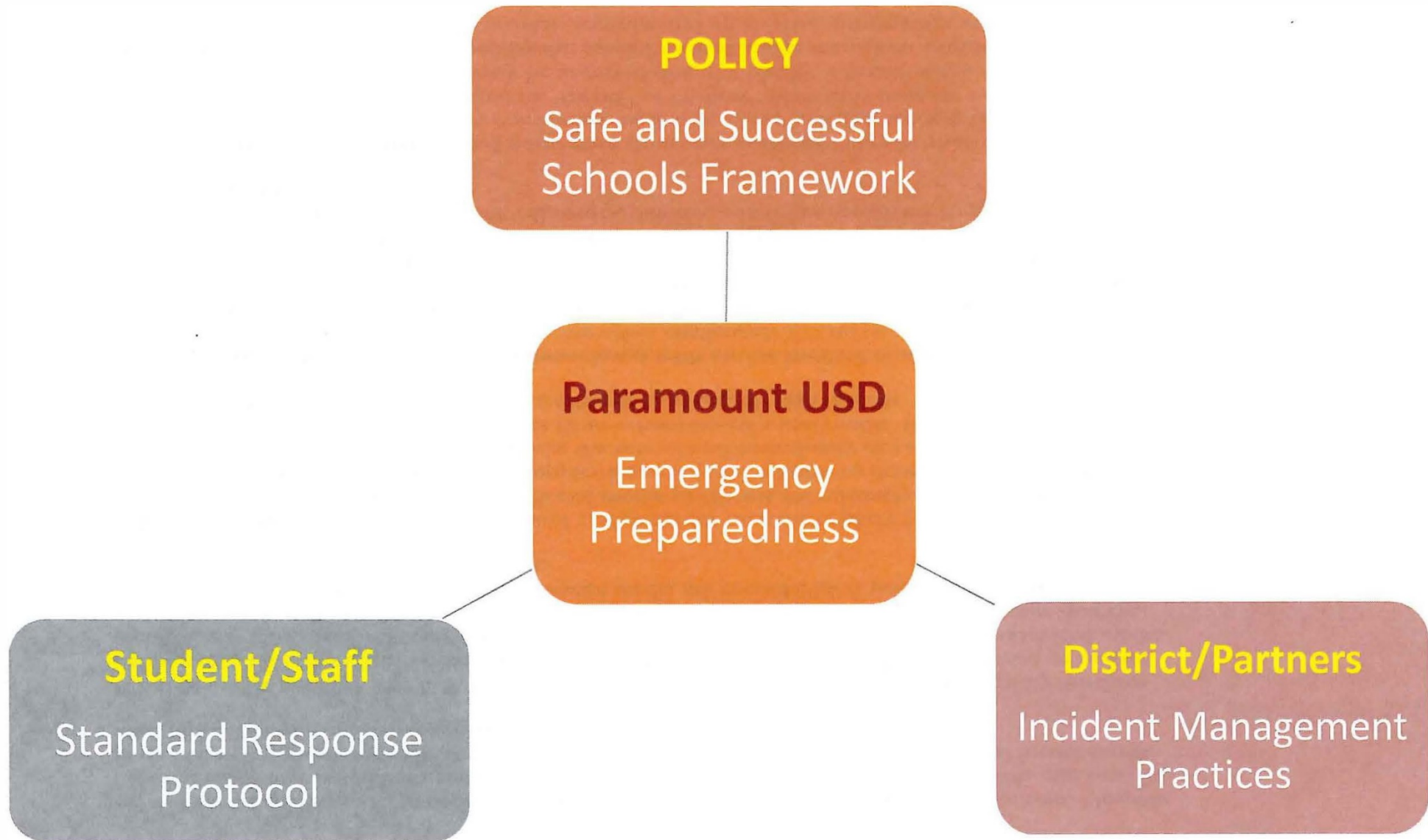
Observe Children's Emotional State

Some will not express themselves verbally but changes in behavior, appetite, or sleep patterns can indicate anxiety or stress. Seek help from a mental health professional for those with more intense reactions.



Maintain a Normal Routine

Keep a regular schedule to assure and promote physical and mental health. Encourage maintenance of school work and extracurricular activities but do not push children if they seem overwhelmed. Limit TV exposure.



Using Social Media Before, During, and After School Crises: Tips for Parents and Educators

School use of social media to communicate information has become increasingly common. Despite the challenges associated with social media use, parents, other caregivers, and educators can benefit from becoming more aware of social media use. This document examines how social media can be used before, during, and after school crises.


What is social media? The U.S. Department of Education's Office of Safe and Healthy Students defines social media as "networking sites, messaging sites, texting, and other Web-based or mobile technologies that support social interaction" (2012, p. 5). Currently, the most common social media platforms are Facebook, Instagram, Twitter, and Snapchat. However, preferences change quickly, especially among young people. All such social media are considered as potential challenges and assets in the remainder of this document.

Why use social media? Many parents and caregivers are now more likely to use social media than the school website to find information. Social media platforms are relatively easy for most people to use, and they provide an alternative or supplemental way for schools to disseminate crisis-related information quickly. During times of crisis, the school and community can access information, seek connectedness, and find sharable content from school-based social media. Real time social media alerts or notifications can now reach smartphone users quickly and directly.

What are common crisis challenges associated with social media? Sometimes social media can contribute to psychological trauma and create other challenges. Young people may engage in cyberbullying or post embarrassing, traumatic, or inappropriate information through social media. Of great concern is the fact that social media posts have the potential for triggering or exacerbating crises, causing fear and panic, and creating *crisis contagion*, which involves one crisis leading to another crisis (e.g., 1–5% of suicides are believed to be due to contagion). Social media can be time consuming and intimidating for some educators, parents, and other caregivers to prioritize and monitor appropriately.

What can parents, caregivers, and educators do to get started? Schools often have a primary social media platform (i.e., one very commonly used system), as well as a secondary platform. Parents and educators are encouraged to "friend" or "follow" platforms used by a school of interest, so that information and resources may be accessed directly. Ideally, a broad range of crisis resources and information will be disseminated by the school's social media managers. From crisis prevention to crisis recovery, social media can provide accurate and up-to-date information as well as useful resources.

Hot Weather Guidelines for Schools



LockOUT



LockDOWN



Evacuate



Shelter



Protect yourself during an Earthquake!



Shake Out™

Register at: www.ShakeOut.org



VIOLENCE PREVENTION IN SCHOOLS

Enhancement Through Law Enforcement Partnerships

Practical advice gathered from experienced school resource officers on how law enforcement, schools, and districts can work together to keep schools safe.

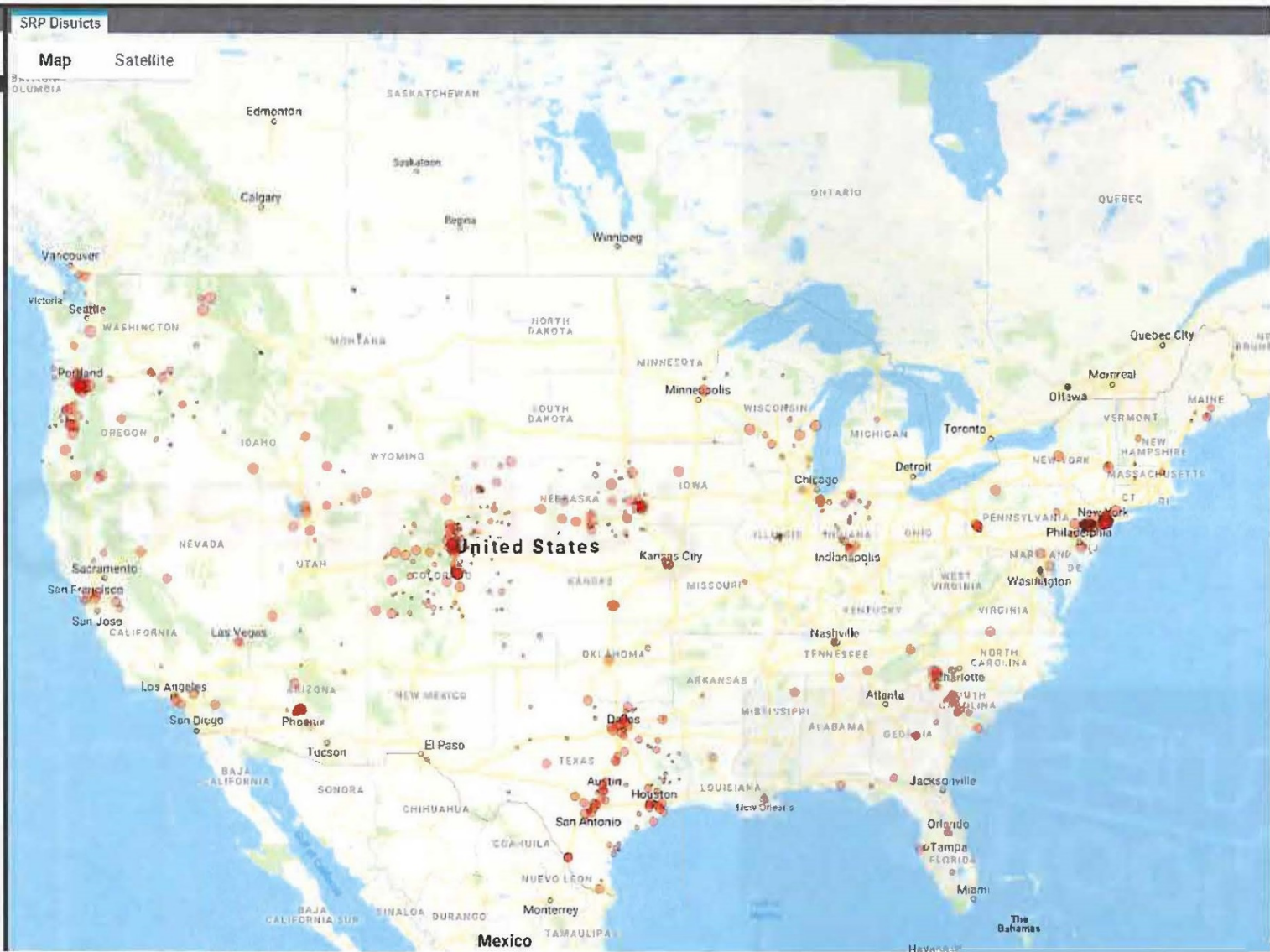
Includes best practices on:

- *Choosing a school resource officer*
- *Establishing parameters*
- *Necessary training and resources*
- *Working with school officials*
- *Challenges*
- *Legal matters*
- *School climate*
- *Reporting systems*
- *Threat assessment teams*

10 TIPS FOR LAW ENFORCEMENT IN SCHOOLS:

1. **Greet everyone.**
2. **Show an interest in students.**
3. **Establish yourself as someone students can trust and go to with their concerns.**
4. **Be visible in the school.**
5. **Educate students on school safety.**
6. **Emphasize nonviolent ways to resolve conflict.**
7. **Limit building access and monitor school guests.**
8. **Encourage students to take an active role in the safety of their school.**
9. **Work with the school to implement proper policies and procedures, a threat assessment team, and a reporting system.**
10. **Consider developmental maturity.**

All	Dist.	Sch.	LE	Fire
Select a State				
Scale	Contains	Q	📄	Rows: 38
State	Public K-12	Students		
Alabama	1,622	7.1		
Alaska	516	1.0		
Arizona	2,265	1.0		
Arkansas	1,150	4.0		
California	10,242	6.2		
Colorado	1,807	8.0		
Connecticut	1,164	5.0		
Delaware	248	1.0		
District of Columbia	266	1.0		
Florida	4,229	2.6		
Georgia	2,570	1.6		
Hawaii	290	1.0		
Idaho	750	2.0		
Illinois	4,451	2.1		
Indiana	1,996	1.0		
Iowa	1,528	4.0		
Kansas	1,451	4.0		
Kentucky	1,560	6.0		
Louisiana	1,660	6.0		
Maine	675	1.0		
Maryland	1,471	0.0		
Massachusetts	1,902	9.0		
Michigan	4,218	1.6		
Minnesota	2,740	8.0		
Mississippi	1,089	4.0		
Missouri	2,446	9.0		
Montana	343	1.0		
Nebraska	1,150	2.0		
Nevada	525	4.0		
New Hampshire	500	1.0		
New Jersey	2,522	1.3		
New Mexico	867	3.0		
New York	4,722	2.7		
North Carolina	2,585	1.4		
North Dakota	530	1.0		
Ohio	4,009	1.8		
Oklahoma	1,812	6.0		
Oregon	1,319	5.0		
Pennsylvania	3,283	1.8		
Rhode Island	333	1.0		
South Carolina	1,219	7.0		
South Dakota	739	1.0		
Tennessee	1,763	9.0		
Texas	9,217	4.7		
Utah	1,048	5.0		
Vermont	329	1.0		
Virginia	2,062	1.2		
Washington	2,345	1.0		
West Virginia	772	2.0		
Wisconsin	2,311	3.0		
Wyoming	372	1.0		
Total	101,691	49.0		





Questions?

