

Safety and Security

Director of Safety and Student Services

The Public School Code requires the Superintendent to appoint a school administrator as the Director of Safety and Student Services for the District.

The designated Director of Safety and Student Services. The duties of the Director of Safety and Student Services shall be those outlined in Administrative Regulation 2129, and any additional duties required by law.

Building Level Emergency Plans

Every school in the District shall have a comprehensive emergency plan, drafted in collaboration with Easttown Township and Tredyffrin Township and Chester County emergency management officials.

Emergency plans shall include emergency procedures and directives, including drill guidelines and response protocols. Each classroom in the District shall have a copy of the emergency response protocols relevant to their school building.

Age-appropriate safety information shall also be displayed throughout each school building outlining the appropriate response(s) to a variety of emergency situations that could arise in the school setting.

Each comprehensive emergency plan shall be reviewed and updated annually, if necessary, by the applicable safety committee, as outlined in more detail below.

Safety Committees

Each school in the District shall have a safety committee, which shall meet on a regular basis to discuss issues specific to their building and update safety protocols.

School-based safety committees are responsible for organizing and conducting regular school safety drills and updating building level emergency plans on an annual basis, as needed.

At least one representative from each school-based safety committee shall be designated to be a member of the District Safety Committee, which shall meet on a regular basis. These designated representative(s) serve as a liaison between the District and teachers/staff.

In addition to representatives from the school-based safety committees, the District safety committee shall also include representatives from local law enforcement agencies, Emergency Medical Services, District transportation department, District nursing services, District maintenance department, District administrators, community members, and parent representatives.

The District recognizes that student wellness is a critical component of District wide safety as specified in Board Policy and Administrative Regulation 5402: Student Wellness and Nutrition.

School Threat Assessment Teams

Each school will have a Threat Assessment Team made up of school representatives and the Director of Safety and Student Services to review and address threatening behaviors. The Threat Assessment Team is responsible for implementing the Protocol for Assessment of Threatening Behaviors as outlined in Administrative Regulation 5401: Student Discipline.

Security Guards

The District employs security guards to assist with promoting and providing a safe and secure learning environment for students and staff and to enhance the existing safety and security systems and protocols.

Safety-Related Student Programming and Services

School Counseling Services

School counseling services serve as a critical component of student support and are available in each school building. Such services are available to support students on a wide range of issues involving personal, social, and emotional development. School counseling services are also available to facilitate student discussion groups and individual or group student assessments. Students are encouraged to utilize counseling services as resources to support their wellbeing.

School Psychologists

School psychologists shall be available to provide individualized assessments to determine students' strengths and learning needs, assist with determining appropriate interventions and consult with students, families and school personnel.

Mental Health Services

Mental Health Specialists shall be available for conducting clinical interviews, coordinating behavioral health services, facilitating student discussion groups and consulting with the Student Assistance Program(SAP) and Individualized Education Plan (IEP) teams.

Student Assistance Program (SAP)

SAP teams work to identify school supports to assist families in accessing community services for those struggling with drug or alcohol issues that pose a barrier to student learning and success at school or to overall student wellness.

Other Safety-Related Programming and Services

In order to take a proactive and holistic approach toward safety-related programming and services in District schools, the Superintendent and/or designee(s) shall regularly seek out and obtain or implement programming, resources, and/or services geared toward, among other topics:

- Managing mental health challenges, disorder and/or crisis;
- Talking with children about violence and/or tragic news;
- Recovering from trauma;
- Coping with disaster;
- Managing stress, anxiety, depression, substance use, disruptive behavior disorders and eating disorders;
- Suicide prevention and awareness; (See Board Policy 5423: Self-Harming Behavior)
- Recognizing social isolation and teaching students the skills needed to connect with and include peers who may be experiencing social isolation.

Building Access & Guest/Visitor Management Procedures

The District is committed to striking the appropriate balance between providing a welcoming school climate and reducing the risk of unauthorized access to school facilities.

As part of the District's guest/visitor management practice, each District building is equipped with buzz-in entry systems, which allows school staff to screen visitors prior to granting visitors access to the school.

Through the use of buzz-in entry system, the District is able to:

- Identify the visitor's name and purpose for visit prior to entering the building.
- Maintain a record of all guests/visitors to the school facility;
- Identify any person who might attempt to access the school but who is restricted due to documented reasons, such as a custodial matter or court-ordered restriction

After a visitor is cleared through the buzz-in entry system, a badge with the date and time and the visitor's name is issued. All visitors are required to wear their badge at all times.

Individuals who seek entry to or enter a District building or District property for unauthorized reasons or fail to follow the District's building access and guest/visitor management procedures may be prevented from entering the District building or District property, or, if entry has already been established, may be required to immediately leave. Violations of this Policy may lead to restrictions on the individual's ability to return to District buildings or property, and law enforcement may be notified, as determined by the Superintendent or designee, based upon the circumstances.

Cameras and Recording Systems

Some district buildings are equipped with internal and/or external video recording cameras for recording video images (but not audio). Video images obtained from recording devices are used as a means of enhancing the security of students, staff, other third parties, and District property, and for disciplinary purposes.

As outlined in more detail in Board Policy 8070: Recording in Schools and on School Buses, the Board has also authorized the use of video and audio recording on school vehicles for

disciplinary and security purposes. The intention of video and audio recording on school vehicles is to provide a safe environment for students, school personnel and contracted personnel.

Building Maintenance/Repair

The maintenance and repair of District buildings, grounds, equipment, and property is an important component of the District-wide safety program. Work orders for necessary repairs/maintenance that pose a safety or security risk shall be prioritized. Any unsafe condition, practice, material, equipment, tool, or machine shall be brought to the attention of the building principal or the Facilities and Maintenance Department.

Role of Students in Promoting School Safety, Security and Climate Conducive to Learning

The success of the District's safety initiatives depends in part on the continuing and sincere efforts of all members of the school community.

Students who see anything out of the ordinary that raises a question or a concern regarding school safety and/or security should immediately contact school administration or law enforcement. Students are also instructed to express concerns to a trusted adult or via the Safe to Say Something reporting system. General concerns or inquiries may also be sent to the Director of Safety and Student Services.

Reporting Concerns or Suggestions Regarding School Safety or Security

The success of the District's safety initiatives depends in part on the continuing and sincere efforts of all members of the school community.

Any staff member or other third party who sees anything out of the ordinary that raises a question or a concern regarding school safety and/or security should immediately contact school administration or law enforcement. General concerns or inquiries may also be sent to the Director of Safety and Student Services.

Preparing for Emergency Situation – Routine Drills

Preparing for emergencies involves yearlong practice through various drills. Drills are conducted as follows at all schools in the District:

- **Building Evacuation:** This drill involves **the systematic movement of students and staff from the school building to another area when conditions are safer outside than inside**, such as a fire drill. During an evacuation drill, the school safety team assists with the evacuation. These drills take place on a monthly basis at each school in the District.
- **School Vehicle Evacuation:** **As required by applicable law, two emergency evacuation drills on school vehicle will be conducted each school year. The first evacuation drill will be conducted during the first week of school, and the second evacuation drill will take place during the month of March. Each such drill shall include the practice and instruction concerning the location, use and operation of**

emergency exit doors and fire extinguishers and the proper evacuation of the vehicle in the event of fires or accidents.

- **Exterior Lockdown:** During an exterior lockdown drill, the exterior of the building is locked and secure. All outside school activities are safely returned into the building. Building occupants are informed of the situation and encouraged to raise their level of alertness and situational awareness. Ingress and egress of the school building becomes highly restricted. Interior school functions and operations may continue as scheduled. If high risk activity moves onto the school campus, the next step is interior lockdown. This drill takes place once per school year at each school in the District.
- **Interior Lockdown:** During a lockdown drill, students, teachers, staff and visitors restrict their movements within classrooms, offices and workspaces, turn off lights, and shut and lock their doors. This drill takes place at least three (3) times per school year at each school in the District; one of the drills includes the relocation of students to a designated rally point.
- **Shelter-in-Place:** This drill involves immediately seeking shelter in a safe location within the building. This course of action may need to be taken during a severe thunderstorm, high winds, tornado, severe weather, or in the event of a hazardous material (HAZMAT) accidental release of toxic chemicals. This drill takes place once per school year at each school in the District.

Professional Development – School Safety and Security

The District will provide employees with mandatory training on school safety and security, as required by law.

The training shall address the following topics:

- Situational awareness;
- Trauma-informed education awareness;
- Behavioral health awareness;
- Suicide and bullying awareness;
- Substance use awareness; and
- Emergency training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat.

Employees will be required to complete a minimum of three (3) hours of training every five (5) years. Employees required to undergo continuing professional education shall receive Act 48 credit toward their continuing professional education requirements if the training program has been approved by the Department of Education in consultation with the statewide School Safety and Security Committee.

Guidelines for Parents/Guardians to Follow During Emergency Situations

Parents/guardians should ensure that the District has their most up-to-date contact information in order to ensure effective communication during an emergency situation. The District's ability to

communicate is only as effective as the contact information the District has on file. Parents/guardians may update their contact information at any time by contacting the school in which their child attends.

The District recognizes the importance of timely and effective communication with parents/guardians during emergency situations. In the event of a school evacuation or early dismissal, parents/guardians will be informed through the District's notification system as soon as possible. Information will be communicated about when and where children may be picked up, if applicable.

If there is an ongoing incident taking place, updates will be provided as new information is available. Information will be made available on the District's website to the extent possible.

During an emergency, the first priority of school personnel is to address the emergency at hand. While some parents/guardians may wish to immediately come to school to pick up or aid their child, reporting too early may interfere with emergency responders and/or with the District's actions related to moving and accounting for students and staff in a safe, efficient, and calm manner.

District staff and emergency responders will do everything possible to make the best decisions to assure everyone's safety. Parent/guardian cooperation in allowing these professionals to do their jobs in an effective manner is appreciated.

Inclement Weather Procedures and Notification System

The safety of staff and students is the District's top priority when making decisions as to whether to open or close schools in inclement weather. The decision to open or close schools is based on careful analysis of all relevant factors, including, but not limited to:

- Road conditions;
- Amount of snow and/or ice accumulated;
- Precipitation timeframe;
- Building conditions, such as whether they have electricity and heat;
- Parking lot conditions;
- Temperature and wind chill;
- Weather predictions; and
- What other local school districts are doing.

Decisions regarding the opening or closing of school are made as soon as possible in order to ensure sufficient time to communicate the news effectively to parents/guardians and the community.

Notifications will be communicated through:

- Television (ABC 6, CBS 3, NBC 10, FOX 29);
- District website;
- District notification system;
- TETV weather announcement (Comcast/Xfinity Channel 14 and Verizon Channel 20);
- Recorded notification message on District hotline number (610)-240-1970.

Partnerships with Police, Fire, and EMS

The Easttown and Tredyffrin Township Police Departments, Fire Department, Emergency Management Service, and Chester County Office of School Emergency Planning are key safety partners of the District.

As required by applicable law, the District maintains and updates a Memorandum of Understanding with the Easttown and Tredyffrin Township Police Departments.

Adopted: September 1973
Revised: September 1995
Revised: November 2005
Revised: February 4, 2020
Revised: August 31, 2021
Revised: March 1, 2022