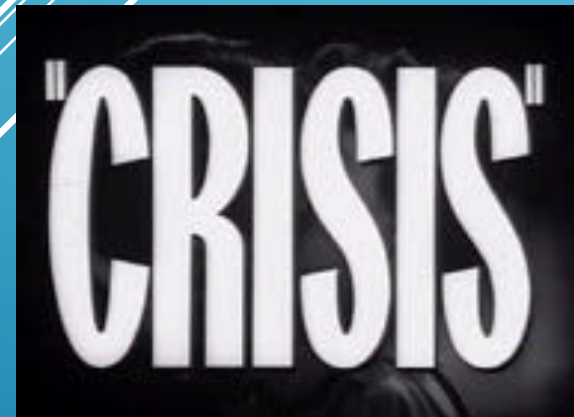


ADMINISTRATORS PREPAREDNESS FAIR

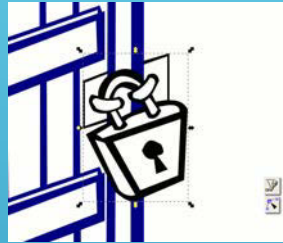
AUGUST 8, 2016



Todd Gregory, Safety and Security Coordinator
Matthew Dawkins, IT Infrastructure and Security
Nancy Cathey, Exec Director of Operations
Gabe Jacquez, Assoc. Superintendent for Operations
Sandy Peugh, Health Services Director
Jo Galvan, CCO
Brigitte Zigelhofer, Community Outreach Liaison



- ▶ **Lockdown** mean a dangerous incident is on campus or close to campus. All instruction stops. Doors are all locked. No one enters or leaves the building. Lights are off and everyone is hiding.



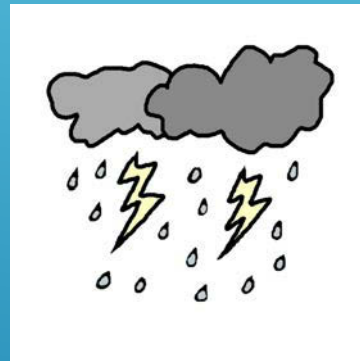
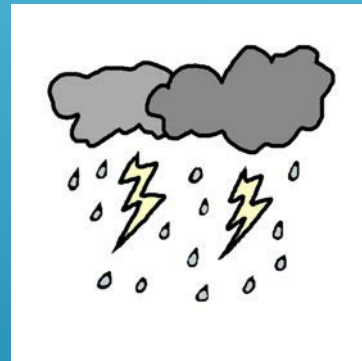
- ▶ **Shelter-in-Place** means no one is outside and access is controlled. Generally, no one is to come and go but judgement based on the situation will be required.

RESTRICTION CATEGORIES

Behavior	Lock Down	Shelter in Place
Contact Superintendent's Office	X	X
Lock Outside Doors	X	X
Lock Inside Doors	X	
Bring All Students Into Building	X	X
Get Under Desk	X	
Turn Off Lights	X	
Office Staff Stop Answering the Phone	X	

RESTRICTION CATEGORIES

- ▶ **Weather response** is a modified shelter-in-place. No one is to be outside. Allow parents/adults to come inside. Parents may check out their children and take them if they want. Your decisions will address bus riders and walkers. You will need to monitor “Weather bug” to have the most current information for your area.



RESTRICTION CATEGORIES



911 CALLS EMERGENCY/POLICE/FIRE



All 911 calls(EMS, Fire, Police) from a school phone are automatically sent to the:

- Dispatch Center
- Safety & Security
- Health Services

Please remember to ALWAYS follow-up with an e-mail or call to:

incident@lcps.k12.nm.us and the Superintendent Office
ASAP

Reasons for Our Follow-up on 911 calls:

- Nature of 911 call
- Provide additional help if needed
- Situation under control
- Handle calls to the Superintendents Office

Additionally:

- Don't forget Confidentiality
- Trust your school nurse- Medical Expert on site

If there is a doubt –Always err on the side of caution

RUN

HIDE

FIGHT

ACTIVE SHOOTER RESPONSE for Staff and Students.
Lockdown called, but we need options.

RUN is evacuation

HIDE is Lockdown

FIGHT is self-defense or protection of others

Video: www.youtube.com/watch?v=p4IJA5Zpzz4

Pocket Card for all:

[https://www.dhs.gov/sites/default/files/publications/
active_shooter_pocket_card_508.pdf](https://www.dhs.gov/sites/default/files/publications/active_shooter_pocket_card_508.pdf)

RUN

HIDE

FIGHT

Active Shooter – LCPS will issue LOCKDOWN OR SHELTER-IN-PLACE

Information for 911 Operator

- Location of active shooter
- Number of shooters
- Physical description of shooter(s)
- Number and type of weapons shooter has
- Number of potential victims at location

RUN! OR EVACUATION

If it is **SAFE**, a course of action that should be taken is to run out of the building and far away until you are in a safe location (to the designated off-site evacuation area if close).

- evacuate the facility, if it is safe to do so
- leave behind personal belongings
- visualize an entire escape route
- help others, if possible, to run whether others follow or not

HIDE! OR LOCKDOWN/BARRICADE

- If running is not a safe option, hide in as safe a place as possible
- Students and staff should hide where walls might be thicker and have fewer windows
 - ❖ evacuation not possible, occupants should hide in secure location
 - ❖ use “shelter area” if possible, e.g., cinder block walls
 - ❖ lock the door
 - ❖ barricade the door
 - ❖ cover windows
 - ❖ turn off lights
 - ❖ silence cell phones, including vibrate mode (have students text parents to say they are in a safe location if possible)
 - ❖ lie on the floor, and
 - ❖ remain silent

FIGHT! OR SELF-DEFENSE

Running or hiding not an option, confront the shooter to disrupt or incapacitate them by using aggressive force (Note: the choice to fight is a personal decision)

- use aggressive force
- use objects from environment (scissors, chairs, fire extinguisher, etc.)
- act as group to overwhelm the shooter
- commit to the action

Law Enforcement Arrives:

- remain calm and follow all instructions

Informacast

- Works in addition to existing intercom systems
- Desk phone as a notification device
- Dial school specific extension for Live Paging
- Will broadcast over all phones and intercom speakers in building

Crisis team use:

- District-wide notification
- Location specific lockdown notification
- Automated threat specific messaging

School Messenger

- Use restricted to emergency notifications, attendance, and unplanned schedule changes (early dismissal).
- Default caller ID number is LCPS Hotline

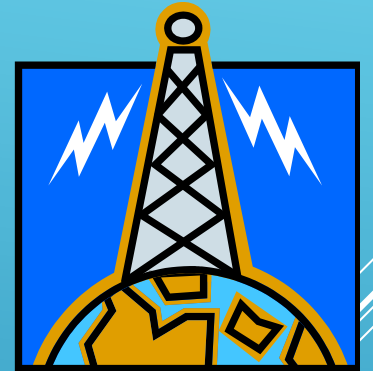
schoolmessenger.com

RADIO USAGE

Channel 8 / Safety – District-wide safety channel for communication between multiple sites

- ▶ When notifying superintendent's office switch at least one radio to channel 8 for emergency communications
- ▶ Secretaries should act as the dispatcher and monitor channel 8 and your local radios. You can then share information back and forth with principal and crisis team.

Channel 1 – Site-wide channel for communication between site staff




- ▶ TSS Phone Bank can help support large call volume into schools when school staff can't adequately respond.
- ▶ Until TSS takes over your phones you will need to have a generic response for caller. Your safety team or administrators can help you with what to tell callers.
- ▶ We always follow our school policy/regulation/safety plans.

PHONE SUPPORT



Key Cards

Key card needs and use.

- Key card requests must be in writing or via email to [**cards@lcps.k12.nm.us**](mailto:cards@lcps.k12.nm.us)
 - Lost key cards should be reported immediately so they can be deactivated.
 - New key card access doors for schools are still in the implementation phase
 - New key card doors will be discussed with school safety team prior to installation
 - Notify [**cards@lcps.k12.nm.us**](mailto:cards@lcps.k12.nm.us) if staff transfer to other sites – but they keep their key card
 - If staff leave the District – please collect their key card, and return to TSS.
- 

Schools will respond during emergencies in 3 ways.

EVACUATION

SHELTER-IN-PLACE

LOCKDOWN

RUN

HIDE

FIGHT

Freeze

K-9 Sweeps/weapons search

Required Drills

- Fire Drills need to be done per week for 1st four weeks of school and then once per month (9 additional).

Must include:

- 2 Shelter-in-Place.
- 1 Evacuation Drill, this drill can be a Table-Top Exercise with Safety Committee.
- 2 Lockdown Drills required by School Board Policy/Regulation
Test your Lockdown buttons after your fire drills. The button calls and e-mails crisis team members. It also sends a pre-recorded message over PA system. Make sure it automatically locks your access controlled doors.

SHAREPOINT SITE/SAFETY on : T NETWORK DRIVE


<http://portal.lcpsad.internal/admin/safety/SitePages/Home.aspx>

This site has:

- All school safety plans
- Maps
- Useful response information



Documentation

- Original needs to be kept at school. Copy sent to Safety & Security Coordinator Todd Gregory
 - Drills will be tracked based on notification of Superintendents office at time of drill
 - Drills required by NM Administrative Code; NMPED can suspend Admin Licenses for failure to do drills.
 - NMPED Safety Plan Shell
- 

School Response Team

- Review and update your safety plan – This is a PED Requirement
- Make sure your staff knows what to do
- Your primary responsibility is the safety of your students, staff, and property. Remember accountability of students and staff
- Extended response – such as early release, evacuations, alternative meal preparations, etc. will be coordinated between school and District response teams.
- When a situation warrants – District staff (Todd Gregory and Chief Operations Officer) may be dispatched to help coordinate efforts between the school, law enforcement, and other emergency responders.



SCHOOL RESPONSE TEAMS

Safety Committees/District-Wide Safety Committee

- Required by policy/regulation to have an active safety committee.
- <http://lcps.k12.nm.us/2013/05/30/eb-r-environmental-safety-program/>
- Your committee shall assist update NMPED safety plan shell.
- Help with pick up/drop off complaints.
- Report safety concerns.
- Develop building security plan.
- Plan and debrief after drills and real life incidents.
- Improve safety at your school.
- Look at injuries at your school and make suggestions to prevent more.



SAFETY SHAREPOINT SITE

- ▶ The info on the old Safety (T) Drive is being moved to **SharePoint**. You should see it as an option on the Principal SharePoint site:

Contact help desk for URL to SharePoint.

- ▶ All school safety information will be consolidated and shared. All building admins should have access. For help with access – contact TSS Help Desk (helpdesk@lcps.net).
- ▶ It is your responsibility to make sure this information is kept up to date.
- ▶ The Operations Admin. Asst. will be contacting you to gather information



SAFETY SHAREPOINT SITE

Items that should be in each school folders include:

- ▶ PED Safety Plan
- ▶ Fire Alarm maps
- ▶ Intrusion alarm information
- ▶ Camera locations
- ▶ Key Card door locations
- ▶ Utility turnoff's
- ▶ Evacuation sites (primary and secondary locations)
- ▶ Any other relevant information for school safety
- ▶ School phone trees.



NEW EMPLOYEE TRAINING

Staff meetings/Read Safety Plan

SAFESCHOOL's ONLINE TRAINING FOR HR

<http://lcps.nm.safeschools.com/>

Active shooter, Incident Command, Gangs, Classroom Safety, Lab Safety, Safety Data Sheets, Driving, and many more

FEMA Online training

<https://training.fema.gov/is/crslist.aspx>

State & Local trainings

<https://www.preparingnewmexico.org/>

SAFETY & SECURITY

Active Shooter, Self defense, Unarmed Security Response to Active Shooter, & NIMS

LCPS Capabilities

ABC-RV COMMAND VEHICLE

Generator power

Work stations

Wireless and internet access

Software access

Video Conferencing

Google earth access of school sites

Radios to County, City, and Ham

PA

Video Production and Web casting

Phone Bank

Weather Radio

Tables and chairs

Miscellaneous equipment (cables, batteries, hand held phones, radios, etc.)







DISTRICT CRISIS TEAM

- Superintendent
- Safety/Security
- Communications
- Operations/Finance
- Nutrition Services
- Health Services
- Transportation
- Physical Plant
- Technology Support Services
- Instruction/HR

Steven Sanchez, Brigitte Zigelhofer

Todd Gregory

Jo Galván, Paul Dahlgren

Gabe Jacquez, Terry Dean, Cindy Archuleta

Nancy Cathey (chair)

Sandy Peugh

David Del Toro

Bobby Stout

Terry Stuart, Matt Dawkins

Erlinda Martinez, Liz Marrufo

RESPONSE TEAMS

Two halves to any emergency situation:

1. School-Based Response

- Immediate safety of students, staff, visitors and property


2. District Administration Response

- Support for logistics, coordination with other schools, community communication/media, transportation, food service, other agencies, etc.



DECISION PROCESS

Each crisis is evaluated as to severity.

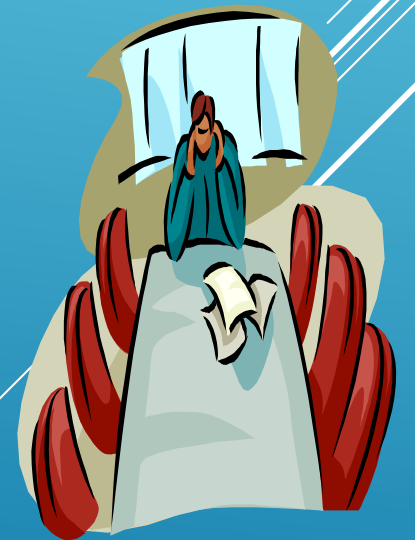
- Some emergencies require only notification by school and the situation is handled completely on-scene
 - Some require coordination between district-wide services and the school
 - Some require broad coordination among multiple schools and / or other emergency services (police, fire, etc.)
- 

SITUATIONS REQUIRING COORDINATED SUPPORT


One phone call to the Supt.'s office (527-5807) will provide:

- Coordination with law enforcement and emergency management
- Coordination of buses, meals, emergency food supplies
- Support for students / staff with medical conditions
- PPD support (plumbers, porta-potty, HVAC, other trades)
- Telephones (handle incoming parent calls at central office)
- Communication via web, phones, robo-calls, email
- News media management
- Administrative support (Gregory/Jacquez) sent to site if needed
- Monitoring campus cameras – eyes in the sky

► **You are not alone!!!**



SCHOOL RESPONSE TEAMS

- Extended response – such as early release, evacuations, alternative meal preparations, etc. will be coordinated between school and district response teams.
 - School-based perspective is critical when determining whether it's safe to allow kids to exit the building (such as during lightning storms) or to allow parents into a building (such as during heavy rain even if the building is in shelter-in-place).
- 

ADMINISTRATORS PREPAREDNESS FAIR



Thank you!

