



# School Safety Monthly

March 2016

*Will Your Crisis Plans Survive  
Summer School?*



Photos: Rachel Wilson



## Message from the Editor



As I'm sure most of you are hopelessly aware, fun in the sun time is just around the corner! In this Edition of *School Safety Monthly* we hope to remind you that safety is a year-long endeavor and while you may be basking in the summer warmth we hope that you will continue to practice a culture of safety at all times and all places.

This month you will be guided through Summer School Emergency preparedness by Russell Bentley, one of Safe Haven's own co-founders and a school district police chief.

Of course we know just how easy it is to jump right into summer without a care in the world. We are here to remind you that the same safety, security and emergency preparedness concepts that you do the rest of the year are just as important during these summer months. Of course you want to keep the spirit of summer alive during this season but not without the proper precautions to ensure your summer fun does not turn into a summer tragedy.

This issue covers some great tips to help you complete the process of preparing your after hours and summer school programs for emergencies. We also have a list of emergency preparedness links provided by guest contributor Kathleen Carter to help you review and learn more about the various kinds of hazards you might face throughout the year.

It is our mission at Safe Havens to assist educators, emergency responders, parents and students to create safe and positive environments for all staff and students in schools around the world in order for them to succeed. For this reason, we hope that you share this wealth of knowledge with your colleagues in order to keep your students safe and happy throughout this and every season.

As always, we welcome your feedback! Follow us on social media and please forward this to anyone that you feel could benefit from becoming a more effective advocate for school safety!

-Rachel



Photo: Rachel Wilson



## Summer School Emergency Preparedness

by Russell E. Bentley

As temperatures slowly begin to rise and Spring Break upon us, schools around the country are preparing for the hectic last few months of school before summer break. Before you know it, the last bell of the year will have rung signaling the end of the regular school year. When this bell rings, children all across this nation and other parts of the world start the ritual of old, summer vacation. Yet, for many students, teachers and school administrators it only ushers in the start of summer school and other summer educational enrichment programs.

The school district in my hometown, a quiet middle Georgia school district, has planned a very structured high school summer school program for students from across the county and for students from ten or more surrounding counties. This includes a Creative Science Investigations program and programs for young authors and math scholars. These great academic enrichment programs will bring students in touch with many of the subject areas they desperately need to enhance their educational preparation and to explore new and exciting educational opportunities.

These students will be jazzed about reading and math and other fun activities - but what about the need for emergency preparedness plans in these summer school environments? If your summer program is anything similar to the programs in my district, there are some challenges

to maintaining the level of emergency preparedness in the buildings where these programs will take place. Oftentimes these summer programs will bring teachers, students, and administrators into buildings that are not familiar to them and these students and staff members may not be trained to respond appropriately should an emergency event occur.

The regular school teachers in these facilities will have packed away their personal items to make room for the summer programs, and in some situations prepared their rooms for renovation projects scheduled to start at the end of the summer school programs. These teachers take down fire evacuation and severe weather sheltering diagrams and pack away all the emergency plan components that are key elements for the success of a great emergency preparedness effort.

What about the formal visitor management procedures and staff and student IDs for the summer school program? Will there be a systematic approach to check visitors against outstanding court orders and barring notices? How will you maintain your normal building visitor management and access control procedures during these types of programs? These are many of the questions administrators and staff members must overcome, but there is still hope for a successful summer school program emergency preparedness effort. Summer school administrators and



Photo: Rachel Wilson

site directors should follow a few basic steps in preparing the summer school programs emergency preparedness efforts.

First, summer school staff should closely follow the district's current emergency preparedness plan. This includes summer employees that may not have received the same robust training that you provide to your school year staff. Secondly, summer school staff should request a copy of the school's fire diagram and severe weather sheltering diagrams. If time permits before the regular school administrator leaves for his or her summer vacation, the summer school/program administrator should request a life safety field trip. This is a tour of the building to make sure each area where students and staff will be regularly housed has fire evacuation and severe weather diagrams posted in these occupied rooms. This life safety field trip will also help summer school staff find the locations of the fire alarm control panel, fire extinguishers and fire alarm pull stations. Don't forget about the locations of AEDs and first aid kits, as well as the building emergency evacuation kits. Just like the regular school year, these are important during the summer and should not be overlooked.



Next, summer school administrators should develop an Incident Command Team with summer school staff and discuss the role of the Incident Command System for the program. There should also be a review of the emergency plan with all summer school program staff. This means the summer school custodial staff members as well as lunchroom staff if the summer program is providing meals during this period. Often these groups of staff members are overlooked when there is training related to emergency preparedness.

One tool that I have found helpful is the checklist used by the Denver Public Schools site administrators, which follows a 12-step process for completing emergency preparedness needs for schools and afterschool programs at the beginning of each school year. The text box to the right contains a few of the most important tips from this document.

**Some of the key areas to consider are:**

- Assigning emergency response team roles – this team would respond to emergencies that affects the building, students, staff and/or visitors.
- Printing student rosters and placing them in binders – summer program secretaries or other support staff should print a list of all enrolled students and their emergency contact information. This information should be placed in binders and kept in the main office and in a second location to be carried out during all evacuations.
- A review the locations of inside safe assembly areas. These are the areas used for severe weather sheltering and/or core areas within the buildings for sheltering-in-place for Hazmat exposure.
- Designate on-site and off-site outside assembly areas

site options selected for bomb threat evacuations and when possible there should be multiple locations identified. A quick review of the MOU for regular school evacuation options might reveal a plan that covers summer school activities.

- Check the contents of emergency response kits. Summer school staff should check the batteries for flashlights and megaphones and replenish any items that have been used during the regular school year. The summer school program might be required to develop their own evacuation kits, and these kits should contain items listed in the district’s emergency evacuation kit checklist.
- If there are individuals with disabilities, we should review the evacuation plan for these students and/or staff members and develop specific procedures for each student as needed.

Photo: Rachel Wilson





## Summer School Emergency Preparedness (Continued)

Another topic to cover with staff is the student – parent reunification procedure for the summer school program. There is a need to develop procedures to sign out students to parents in the event of a serious emergency requiring the evacuation of students and staff from the summer school site to a reunification site. These procedures might be in place for the regular school year situation but need reshaping to fit the summer school program needs.

Many schools will offer some great summer school academic enrichment activities along with field trips to have great summer fun.

However, many summer school programs will overlook the need to include emergency preparedness efforts even though children and adults will still walk the halls during these programs. The summer programs will present unique considerations for emergency preparedness planning, including the likelihood of staff that will be new to the summer program location and in some instances employ students and others from outside the school district with very little knowledge of the districts emergency preparedness plan.

Often times the summer school program staff may not have an awareness of the potential for

an emergency to happen, may not be familiar with the school facilities and grounds, and may not be trained to respond appropriately should an emergency event occur.

It's great to be excited about the opportunity to provide students with the much-needed academic enrichment opportunities but we can and we must be prepared to deal with the same emergencies that we prepare for during the regular school year.

Photo: Rachel Wilson



*Russell Bentley is a school district police chief and co-founder of Safe Havens International. A veteran campus safety officer with experience in both K-12 and higher education, Russell is a graduate of the FBI National Academy and has completed extensive advanced law enforcement training. He presents at school safety conferences and regularly conducts school security assessments across the country. Russell also served on the authoring team for the United States Department of Homeland Security IS-360 web course as part of the 2013 White House School Safety Initiative.*



# Preparedness Links

by Kathleen Carter

In addition to summer school emergency preparedness, summer is also a time to re-visit our emergency preparedness procedures in general. The links below can be helpful for school emergency preparedness planning as well as a few tidbits that can be helpful as we prepare for our personal summer activities and vacations as well.

Being Prepared Before, During and After a Tornado

<http://www.ready.gov/tornadoes>

The Homeowner's Guide to Lightning Safety

<http://www.homecity.com/homeowners-lightning-safety-guide>

Emergency Preparedness and Response: Hurricanes and Other Tropical Storms

<http://emergency.cdc.gov/disasters/hurricanes/index.asp>

Disaster Preparedness: Pet Care

<https://www.aspca.org/pet-care/disaster-preparedness>

The Ultimate Guide to Wildfire Safety

<http://www.homeadvisor.com/r/wildfire-facts-and-safety/#.VcjclVhBc>

Let's Get Ready: Sesame Street's Children's Guide to Disaster Safety

<http://www.sesamestreet.org/parents/topicsandactivities/toolkits/ready>

Floods, Fires and Twisters – Natural Pool Disasters

<http://blog.intheswim.com/floods-fires-and-twisters-natural-pool-disasters/>

Recovering Emotionally from Disaster

<http://www.apa.org/helpcenter/recovering-disasters.aspx>

These links were collected by guest contributor Kathleen Carter. Kathleen can be reached at

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Photo: Rachel Wilson



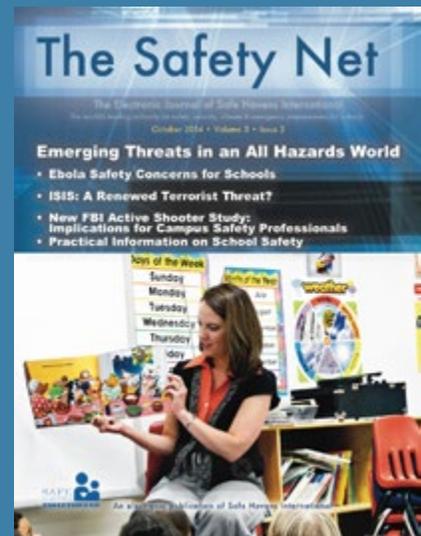
# Photo of the Month: Creative Safety Signage



Chris Dorn/Safe Havens International

## The Safety Net

In addition to School Safety Monthly, Safe Havens International also publishes an annual electronic journal titled The Safety Net. This is a more in-depth publication that allows for a longer format of articles and a detailed look at topics related to school safety, school security, emergency preparedness for schools, safe school design, building climate, safe school culture and school law enforcement concepts. If you are on the mailing list for School Safety Monthly you will also receive new issues of The Safety Net. If you are not already a subscriber, click here to sign up: <http://www.safehavensinternational.org/newsletter>



### School Safety Monthly

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