



2019-2020 SAFETY & SECURITY ACTION STEPS

Training

- Ensure all employees are trained in crisis procedures.
- Develop a consistent onboarding process for substitute teachers, including district crisis training. (Morgan Hunter, the district's substitute teacher provider, requires substitutes to watch an ALICE video and includes crisis information in its Substitute Handbook.)
- Review with employees the need for timely, clear, and concise communication during emergencies.
- Provide ongoing training to staff and education to students about emergency terms and definitions, e.g. ALICE, Lockdown, Lockout, Evacuation, Reunification, etc.
- Distribute new ALICE leveled K-12 curriculum to all principals and teachers.
- Offer parent education opportunities about crisis procedures, terms and definitions, and the role of parents as partners in keeping schools safe.
- Review with school administrators procedures to track the completion of safety drills and submission of work orders for any issues that arise during drills, e.g. student or staff needs; issues with intercom systems, door locks, key fobs, etc.
- Review with principals interior key check-in/-out procedures.

Communication

- Add prepared language for intercom announcements to crisis plan.
- Ensure crisis plans and evacuation routes are posted in all schools.
- Create visual reminders of emergency terms and definitions for all schools and classrooms, e.g. ALICE, Lockdown, Lockout, Evacuation, Reunification, etc.
- Share district external communications with the staff of affected buildings.
- Add additional ALICE resource links to safety information on school and district websites.
- Distribute parent education about crisis procedures, terms and definitions, and the role of parents as partners in keeping schools safe. (Any individual may access ALICE e-learning online for \$30 at <https://ALICEtraining.com>.)
- Continue to host Community Conversations about Safety.
- Publicize the Lawrence Police Department's Avoid, Deny, Defend community meetings scheduled in November.
- Continue the discussion with Lawrence Police Department regarding improved communication with the district.

Equipment/Technology

- Ensure all intercom systems and door locks are working properly and instruct staff on their use. (Create a video on the use of the key fob.)
- Develop a system for regular battery replacement for key fobs.
- Investigate pre-recorded message alerts for intercom systems.
- Investigate additional intercom/fire alarm systems that broadcast alerts to all phones. (Free State and Lawrence High have these systems.)
- Prepare PowerSchool for the rollout of emergency texting to staff, parents, and high school students.