

Emergency Procedures and Visitor Management



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Emergency Response

5 Directives

- The district has changed our emergency response procedures.
- Now use the Standard Response Protocol from the *I Love You Guys Foundation*.
- This is simple, clear language that tell the listener what to do.
- This change is part of a county-wide initiative for all school districts.



Emergency Response

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 outside 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 the announced location.

STUDENTS

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



HOLD! In your classroom. Clear the halls.

STUDENTS

Remain in the classroom until
the "All Clear" is announced

TEACHER

Close and lock classroom door
Business as usual
Take attendance



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Emergency Response

Lockout

Get inside. Lock outside doors.

Students

- Return inside
- Business as usual

Teachers

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



Emergency Response

Lockdown

Locks, lights, out of sight!

Students

- Move away from sight
- Maintain silence
- Do not open the door

Teachers

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



Emergency Response

Evacuate

To announced location

Students

- Leave your stuff behind
- Follow instructions

Teachers

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



Emergency Response

Shelter

Hazard and safety strategy.

Students

- Leave your stuff behind
- Follow instructions

Teachers

- Lead safety strategy
- Take attendance



Emergency Response

Hold

In your classroom. Clear the halls.

Students

- Remain in the classroom until the “All Clear” is announced
- Follow instructions

Teachers

- Close and lock classroom door
- Business as usual
- Take attendance



Emergency Response

Drills

- Security drills could be a lockout or lockdown.
- Evacuation drills could be a fire alarm or by announcement.
- The shelter drill is still the tornado drill during Minnesota's Severe Weather Week.



Emergency Response

Active Threats

- This response also changed.
- People are encouraged to make an informed, proactive decision.
- Secondary students are seeing an age appropriate video.
- Elementary students are taught to follow their teacher's directions.



Emergency Response

Active Threat

Give specific information

Three options

- Avoid
- Deny
- Defend



Emergency Response

Active Threats

- We understand these are not easy conversations but we want students to be prepared if they do encounter a situation.
- Think of these techniques as similar to a first aid kit or a fire extinguisher - we don't expect to use them but if we need to, we should know how.



Visitor Management

Visitor Management System

- The district has changed our visitor management system.
- The product is called Raptor Technologies.
(but we're calling it "visitor management" so no one is confused that this is specific to East Ridge High School)
- This new system is easier for staff to use.



Visitor Management

Visitor Management System

- Provides a more personalized system, with a photo on the visitor badge.
- It also provides an additional level of security by running an instant sex offender database check to ensure the visitor is allowed near children.
- The check is based on public databases.



Visitor Management

Visitor Management System

- The information is only sent through the software to the database; there is no link to any outside agency.
- This is not a “background check.”
- Those registered convictions are the only aspect that’s checked; not DUIs, tax fraud, fishing tickets, etc.



Visitor Management

What does this mean for visitors?

- The first time a visitor is at school, they will be asked to show a government issued identification.
- Staff will put the ID will be put in the “toaster.”
- The “toaster” will scan the ID and capture the name, date of birth, and photo.



Visitor Management

What does this mean for visitors?

- Once that information saves, the staff member will select the reason for the visit and print a badge.
- Printing the visitor badge submits the name and birth date for the instant check, not the ID scan.
- Once the ID has been scanned at any district school, the visitor can have their information recalled and not need to provide the ID.



Visitor Management

What does this mean for visitors?

- If the instant check is clear, a visitor badge prints out.
- If there is a potential match, the system gives an alert.
- Alerts will be handled by the school administration team.



Visitor Management

What does this mean for visitors?

- Visitors should remember to “check out” so they no longer show up as being present in the school.
- Anyone without an ID or who chooses not to provide one will not be allowed to leave the office area.



Visitor Management

This new process started **October 21st**.

There is a Visitor Management System page on the district website, that also includes a FAQ.



Visitor Management



Visitor Management

The screenshot displays the Raptor Technologies Visitor Management software interface. The main content area shows a 'Reports' section with a sidebar menu on the left. The sidebar menu includes options like 'Overview', 'Admin', 'Reports', 'Kiosk', and 'Support'. The main content area shows a 'Reports' section with a sidebar menu on the left. The main content area shows a 'Reports' section with a sidebar menu on the left. The main content area shows a 'Reports' section with a sidebar menu on the left.

Callout Box 1 (Visitor Details):

First Name	Last Name
Patricia	Atwood
Roger	Ortega
Frank	Smith

Callout Box 2 (Visitor Log):

Destination	Sign-in Time
Library	09/05/18 09:30 AM
Conference	09/05/18 11:16 AM
School Event	09/05/18 01:25 PM

Visitor Management



Administrative/Staff Training (Emergency)

- Administration and Staff were apprised in August for Emergency Procedures
- A school video and District video were provided
- District video was shown to secondary students
- School Emergency Response Teams (SERT) had district-level training in September and October w/N. Genereux and J. Magee
- SERTs will share their PD with their respective schools this Fall



Staff Training (Visitor Management)

- Administration and Staff were apprised in early August for Raptor
- RAPTOR provided PD for all office coordinators 8/23
- Four pilot schools began week of 8/26
- Updates to principals via principals' meetings
- Shared messaging and communication folder/emails
- District personnel assisted 20 remaining schools - greeters at Secondary/coordinators reviewed at Elementary
- Implement October 21/22



Questions?

