

# EIS Safety Update, Lockdown Procedures and Communication Plan, Evacuation and Reunification

# Roundtable

## AGENDA

Monday, Aug 22, 2022

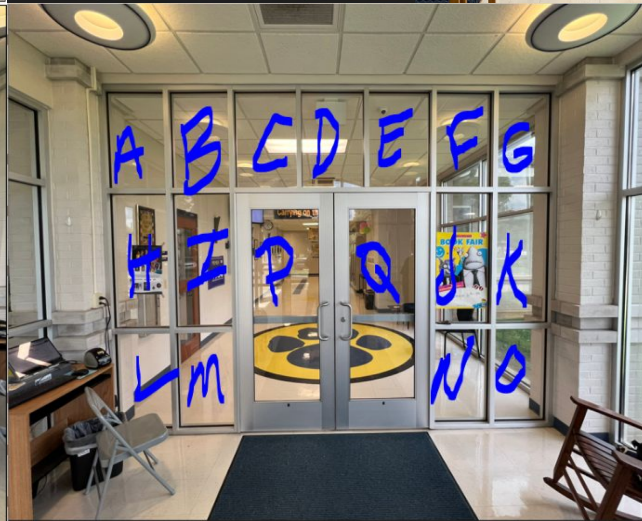
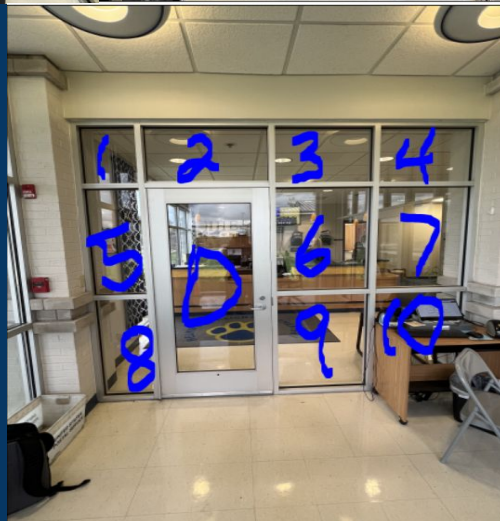
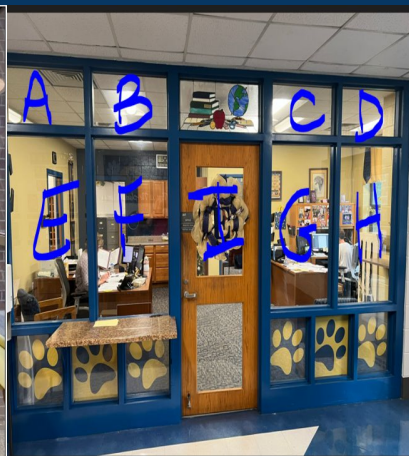
Safe School Round Table for 2022-2023 School Year

- 8:15 Sign in & Light Breakfast
- 8:30 Kelli Bush - Welcome; Travis Gay - Introductions, Schedule
- 8:45 Dan Orman, KCSS, Points of Emphasis, Gatekeeper Training
- 10:15 Dennis McDonald, Compliance Officer/Supervisor from the Office of the State School Security Marshal
- 10:35 Scott Howard GRREC STAAR Safety Team
- 10:50 General Overview of school procedure for emergencies
- Fire (include delayed evacuation and reverse evacuation)
  - Severe Weather
  - Earthquake
  - Lockdowns/Intruder
    - Soft lockdown
    - Hard lockdown
- Reunification - on and off campus
- Injured student if 911 is called
    - Caller should provide as much student info as possible
    - Caller should be prepared to describe student injury or issue
    - Caller should communicate the closest door number and hallway number to dispatch
    - Chain of command; How and who are we sharing the info with?
- 11:30 Concerns and Best Practices discussion
- First responders concerns/thoughts
  - School staff concerns/thoughts
  - Radio comm, building access/camera access for responders?
- 11:45 - Working Lunch (School staff is free to go after eating)
- 12:30 - First Responders @ Helmwood
- 1:15 - First Responders @ TK/Morningside
- 2:00 - First Responders @ Panther
- 2:45 - First Responders @ EHS
- TBD - Valley View

# Uniform Badge and Identification



# Vestibules - Bids are Open



# Playground Windscreens



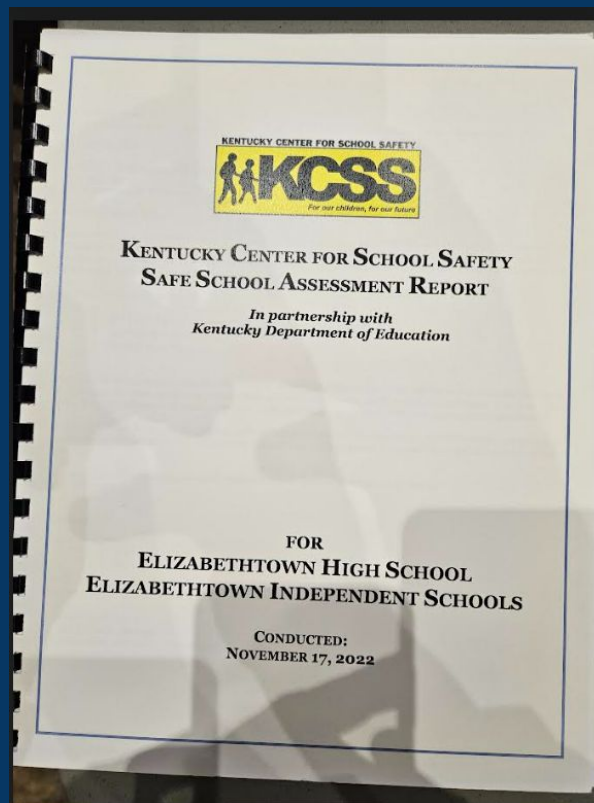
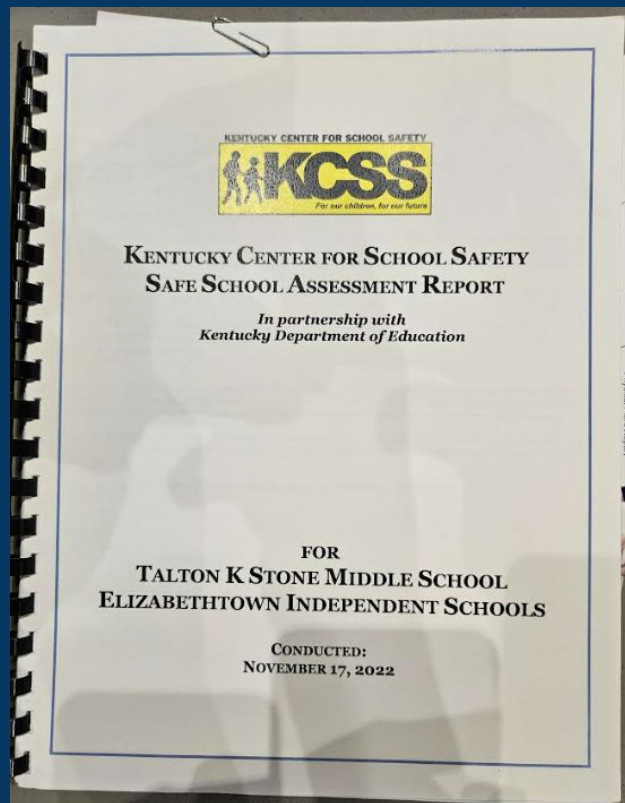
# Access Control Update



ADT is waiting on the control boards. Some parts are in.



# KCSS Audit



# Raptor - Emergency Management

## Be Ready for Any Emergency

Protect your students and staff and be in complete control during drills, active incidents, and reunifications.



### Customizable to Your Policies

Be confident teachers, staff, and first responders are aligned and following your safety response procedures during drills and emergencies. Raptor is also 100% aligned with The "I Love U Guys" Foundation® protocols.

### Accessible and User-Friendly

Raptor is cloud-based, meaning it can be accessed from wherever you are and on any web-enabled device. The intuitive interface and simple navigation make it easy to use even in the most stressful situations.

### Streamlined Configuration

New users are guided through an educational welcome tour to ensure that settings are accurately configured on their device. This process is bypassed in an active emergency.



### Relay Accurate Information to Public Safety Answering Points

Integrate directly with 9-1-1 and provide enriched data to first responders, including building maps, emergency protocols, and student, staff, and visitor information.

### Sync with Student Information Systems (SIS)

Ensure you have critical student, staff, and guardian data necessary to accurately account for everyone on campus and reunify students with only approved guardians.

### Comply with Panic Button Mandates

Comply with legislation, like Alyssa's Law, that requires schools to have silent panic alert systems linked directly to first responder and law enforcement agencies.



"We chose Raptor Emergency Management because it's one solution that encompasses all aspects of incident management and integrates with our student information system. The data integration with Raptor is phenomenal."

Bay City ISD, TX

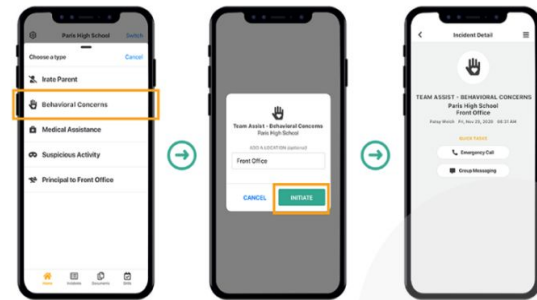


## Get Help for Everyday Incidents

Summon help for incidents, such as fights or medical assistance, with Team Assist.

### Efficiently Manage Incidents

Users can quickly send situation-specific details, share their location on an interactive map, communicate through group messaging, and connect with 9-1-1. Districts can customize the list of Team Assist situations, notifications, and alert recipients.





# Raptor - Visitor Management

## Eliminate Uncertainty

Have full control of—and a full line of sight to—who enters your buildings.



### Multiple Visitor Types

Customize the sign-in questions and have detailed reports specific to each role.

### Instant Screening


Screen every visitor against sex offender and custom databases, including those with custody orders and banned visitor status.

### Confirm Guardianship

Sync with your student information system (SIS) to have accurate student and guardian data and ensure you release students to only approved guardians.

## Trusted by over 35,000 K-12 U.S. Schools

  
**SCREENS & TRACKS**  
**350K**  
**VISITORS**  
EVERY SCHOOL DAY

  
**SENDS**  
**150**  
**CUSTOM ALERTS**  
EVERY SCHOOL DAY

  
**FLAGS**  
**75**  
**SEX OFFENDERS**  
EVERY SCHOOL DAY

### Reduce Risk with Instant Alerts

Immediately alert administrative, security, and other appropriate personnel via text and/or email when a visitor is identified as a risk.

### Detailed Visitor Badges

Help staff and students recognize approved individuals with detailed visitor badges that show the visitor's role type, photo, destination, and sign-in time.

### Detailed Reporting

Generate district- or school-level detailed reports in real time. Create security-focused reports for analytical and investigative purposes. Instantly query live data and historical data that spans multiple years. Reports can be run and delivered on a scheduled basis.



"Raptor works really well. Safety and security are paramount to us, and the Raptor system helps ensure that all of our learners are safe every day."

Laramie County School District, WY

# Hard Lockdown

A “Hard Lockdown” is when there is an immediate threat to student safety; in the building or on campus.

Any staff member can call a “Hard Lockdown”; See school specific Emergency Plan for this process. Local law enforcement will not determine when and if a lockdown should be called.

If you see or hear gunshots or other witness other extreme violence immediately initiate lockdown procedures (get all students in classroom and call the office) immediately.

When you hear “HARD LOCKDOWN” over intercom initiate lockdown procedures (get all students in classroom, lock your door, cover window in door with poster or get to a spot in classroom not visible from window, turn off light and keep everyone quiet until a staff person physically unlocks your door and gives you the all clear.

Take note of students who should be in your classroom, but, are not (left class with pass) and students who are not presently assigned to you, but, entered your classroom because it was the closest to them when “lock down” was enacted.

# Soft Lockdown (Impacting One Building)

A “Soft Lockdown” is when there is a threat in the area but no known immediate threat to students or staff.

An administrator should initiate a “Soft Lockdown”; See school specific Emergency Plan for this process. Local law enforcement will not initiate the lockdown.

When you hear “SOFT LOCKDOWN” over intercom initiate lockdown procedures (get all students in classroom, lock your door, cover window in door with poster and resume normal instruction.

No movement should occur in or out of the building.

Students should be escorted within the building

Additional staff not actively giving instruction or supervising students should check exterior doors and provide additional supervision.

# Soft Lockdown Impacting All Schools

Person Initiating “Soft Lockdown” should immediately contact the SRO (if not already notified) then (1) Superintendent Kelli Bush. If Mrs. Bush is not available they will contact the following people in this order (2) Asst. Superintendent Chase Goff (3) Director of Student Services Travis Gay (4) Director of Special Education Carole Brown. Local law enforcement will not initiate the lockdown.

SRO advise dispatch and request additional police presence at site (if necessary).

Upon notification Superintendent. Bush will Contact Asst. Superintendent Goff. If Asst. Superintendent Goff is not available contact Director of Student Services Travis Gay. Asst. Superintendent Goff will contact Director of Student Services Travis Gay.

Director of Student Services Travis Gay will contact Chris Denham at EPD.

Chris Denham will handle media relations.

# Hard Lockdown - Chain of Command and Communication

Person Initiating “Hard Lockdown” should immediately call 911 then notify building level admin.

Building Admin will contact SRO then (1) Superintendent Kelli Bush. If Mrs. Bush is not available they will contact the following people in this order (2) Asst. Superintendent Chase Goff (3) Director of Student Services Travis Gay (4) Director of Special Education Carole Brown

Upon notification Superintendent. Bush will Contact Asst. Superintendent Goff.

Asst. Superintendent Goff will contact Director of Student Services Travis Gay.

Director of Student Services will contact Chris Denham at EPD.



# Hard Lockdown Superintendent Responsibilities

Mrs. Bush will initiate one call to parents. (Script) \*\*\*all schools will be placed on soft lockdown if a hard lockdown is called at any campus.\*\*\*\*

[https://docs.google.com/document/d/1h8uJGwC\\_3iP2vrjgtfKty-RJd8foFk2pLR6lUexCcJl/edit?usp=sharing](https://docs.google.com/document/d/1h8uJGwC_3iP2vrjgtfKty-RJd8foFk2pLR6lUexCcJl/edit?usp=sharing)

Mrs. Bush will inform Superintendent of Hardin County Schools Terri Morgan if Mrs. Morgan is not available she will contact the Chief Operations for Hardin Co Schools John Stith 270-234-3627.

Mrs. Bush will notify EIS Board Members.

Mrs. Bush will report to EPD and meet with EPD Chris Denham to coordinate media/communications.

EPD will serve as the location for media.

When the situation has resolved Mrs. Bush will communicate off site reunification plan to parents. (Develop Script)

\*\*If Superintendent Bush is not available Assistant Superintendent Goff will assume this role.

\*\*If Asst. Superintendent Goff is unavailable Director of Student Services Travis Gay will assume this role.

# Hard Lockdown Assistant Superintendent/Director of Student Services Responsibilities

Mr. Goff and Mr. Gay will coordinate on site with first responders and EIS Staff. Mrs. Brown will report to site if off campus reunification could be necessary.

Mr. Goff will communicate with LaRue County High School Admin and ECTC (have ECTC sign up for Remind) will remain in contact with EIS Superintendent at EPD.

Mrs. Brown will communicate with Director of Student Services Travis Gay at off campus reunification site Severens Valley (If necessary).

Mr. Gay will communicate with EPD Chris Denham. Upon initial notification and it until the time comes when Mrs. Bush reports to EPD.

Mr. Gay will coordiante site evacuation and off site reunification. Kim Jones will report to off site reunification point. Shannon Sheroan will coordinate at EIS bus garage. See “Off Site Reunification Plan”

<https://docs.google.com/document/d/1ibCFYYBUg0tX8GlnX9px1xRMgrMDwYFU9unclOPkfQs/edit?usp=sharing>

# Evacuation and Reunification

2022/2023

## Reunification Procedures

Reunification is the process which protects both the safety of your student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

In the event a situation results in the evacuation of one of our schools, we want our families to know we have procedures in place to respond to the situation. If an occurrence necessitates the evacuation of our students from their school to another safe location, we have designated buildings throughout the city which will house students and allow us to implement a controlled release of students.

As soon as it is safe to do so, the location of evacuated students will be shared via our communication channels and the Reunification process will begin. Please do not show up at your child's school as that will create an unsafe situation for all involved.

The safety of your child is extremely important to us, which necessitates the controlled release of all students. Please be aware, this process will take a long time. Take a moment to read over the following checklist as we will work diligently to unite your student with you as quickly as possible.

□ **District employees will try to answer your questions.** Please look for persons wearing bright colored vests who will be close by and available to offer assistance.

## Checklist for Parents/Guardians:

- **Do Not come to your child's school.** Please make your way to the reunification site in a safe and calm manner.
- **Bring your ID.** There will be a short form for you to fill out for each child you are retrieving. School personnel will verify who is allowed to pick up the child and compare that information to a photo ID.
- **Parents should be prepared to wait in line and be patient.** In order to ensure the safety of all our students, it may take a long period of time to check out each student and we ask for your patience in advance. It is imperative that records be checked and each student is released to the correct guardian.
- **Accountability:** Understand that you will only be allowed to take the children if you are listed in their emergency contacts.
- **Remain calm.** Help us reunite every student with their appropriate parent or guardian in a safe, orderly manner.
- **Line up,** following the designated signage. During check-in, identification is confirmed and student information is verified.
- **Complete Reunification Card.** Fill out all parts of the attached student reunification card to be presented to staff. The card will be used by staff and runners to retrieve your student and bring him or her to a designated area for you to be reunited.
- **Communication:** Additional information will be provided as it is obtained. All channels of communication, if available, will be used, including one-call now, social media updates to the district's website [www.ETOWN.kyschools.us](http://www.ETOWN.kyschools.us), and our Facebook page, along with radio and tv announcements.



# 2022-2023 REUNIFICATION TEAM ROLE ASSIGNMENTS

<https://docs.google.com/document/d/1ibCFYYBUg0tX8GlnX9px1xRMgrMDwYFU9uncIOPkfQs/edit?usp=sharing>

# Walking Evacuation Sites

If students must evacuate the building they will walk to one of the listed walking reunification sites.

2022-2023 EIS Evacuation Sites (Walking)			
EHS:	1. Athletic Complex 2. Panther Academy 3. Memorial Methodist Church	TKS:	1. TKS Football Field 2. New Beginnings Christian Academy 3. Memorial Methodist Church
HHES:	1. Front Field 2. Southeast Christian Church 3. Memorial Methodist Church	MES:	1. TKS Football Field 2. New Beginnings Christian Academy 3. Memorial Methodist Church
PA:	1. Elizabethtown High School 2. EHS Athletic Complex 3. Memorial Methodist Church	VVEC:	1. Basketball Court 2. First Baptist 3. New Fire Station

If students are unable to reenter the building they will be transported to Severns valley Baptist Church for off site reunification with parents/guardians.

# EHS/PA Walking Evacuation Site 1 - Athletic Complex



# EHS Walking Evacuation Site 2 - Panther Academy





# PA Walking Evacuation Site 2 - EHS





An aerial map of the Memorial Methodist church area in Dallas, Texas. The map shows the church building, a large parking lot, and surrounding streets including N Mules St, Panther Ln, and 251. A red location pin is placed in the parking lot, with a yellow arrow pointing to it from the text "Bus Loading". Other labels on the map include "Memorial Angels Childcare", "Wesley Cafe Temporarily closed", and "Cs-1045".



# TKS/MS Walking Evacuation - Site 1 TKS Football Field



# District Wide Off Site Evacuation and Reunification POC

Memorial Methodist - POC - Neil Janes - 270-250-9545

New Beginnings - POC - Kim Johnson - 270-234-7920

Severns Valley Baptist Church - POC - Ray Hicks - 270-732-4226

Southeast Christian - POC - Justin Blair -



**Media Location**  
**EPD**

Search this area

Emergency Personnel

Parent Parking

Parent Parking

Parent Pick Up

KeyMe Locksmiths

Severns Valley Baptist Church

EIS Employees

Bus Pick Up

PD

3005

Baptist Health Urgent Care - Elizabethtown

Robinbrooke Blvd

PD

N Divinity Way

Santana Dr

Patriot Pkwy

Fontaine Dr

S Divinity Way

Patriot Pkwy

Bur Oak Ct

Ring Rd

Ring Rd

Clark Ct

MOU Severns Valley - Reunification

<https://docs.google.com/document/d/1BQ5QJckHac3pfMFnoH5GciHPpwCI7VB5c2NCr0ake0c/edit?usp=sharing>

MOU Southeast - Evacuation

<https://docs.google.com/document/d/1Kv-sSkF3eqShfe6cYNnt0yvrVak6BJIR0PpaleQef74/edit?usp=sharing>

MOU Memorial Methodist - Evacuation

MOU New Beginnings - Evacuation

<https://docs.google.com/document/d/10xNQ-4PsRGzO97UoQGxU2HxzID8A0oKZIA8QiYChho/edit?usp=sharing>

MOU First Baptist - Evacuation