

# Westport Public Schools Presentation on School Security



March 14, 2018

# Districtwide Security/Safety Measures

# Security Aides



# Security Team Meetings



# Emergency Response Chart



**When you hear it, do it!**

FOR ANY SITUATION BELOW, STAFF MEMBERS SHOULD TAKE EMERGENCY FOLDER.



## LOCKDOWN

**Automated Announcement:** Lock Down Procedure is activated. Lock Down Procedure is activated. An emergency has been reported. Please follow the building lock down procedures.

### Staff:

- Clear halls of students, staff, and visitors immediately to nearest room.
- If outside the building, guide students to designated outdoor safe area.
- Close shades and lock all windows and doors.
- Turn off lights, and move away from windows and doors.
- Remain silent.
- Silence all electronic devices.
- Disregard all alarms and announcements unless fire/smoke is visible. If fire/smoke is visible, exit the building.
- Wait for room to be unlocked by police/fire department or administrator.

### Students:

- Move away from windows and doors.
- Remain silent. Silence all electronic devices.
- Follow teacher direction.

**DOORS WILL BE OPENED BY POLICE/FIRE DEPARTMENT OR ADMINISTRATOR WHEN SITUATION IS RESOLVED.**



## SHELTER IN PLACE

**Announcement:** Shelter in place for [Weather emergency type]. Move to [designated safe area]. [State any further specific direction.] (REPEAT TWICE)

### Staff:

- Clear halls of students and staff immediately.
- If outside, move students inside building.
- Report to nearest classroom or designated safe area.
- Keep away from windows and doors.
- Take attendance.
- Report missing, extra, or injured students to main office.
- Do not allow anyone to leave classroom or designated safe area.
- Listen for further instructions.
- Wait for "ALL CLEAR."

### Students:

- Leave belongings behind.
- Follow teacher direction.

**ADMINISTRATOR WILL ANNOUNCE "ALL CLEAR" WHEN SITUATION IS RESOLVED.**



## SECURE THE SCHOOL

**Announcement:** Secure the school. Secure the school. [State reason for securing the school.] (REPEAT TWICE)

### Staff:

- Students and staff move inside building to classrooms.
- Close and lock all windows and doors.
- Take attendance.
- Report missing, extra, or injured students to main office.
- Continue school as normal.
- Report any unusual activity to main office.
- Wait for "ALL CLEAR."

### Students:

- Return to inside school building.
- Move to assigned classroom.
- Follow teacher direction.
- Continue school as normal.

**ADMINISTRATOR WILL ANNOUNCE "ALL CLEAR" WHEN SITUATION IS RESOLVED.**



## EVACUATE

**Announcement:** Evacuate. Evacuate. [State emergency.] Evacuate to [State specific location.] (REPEAT TWICE)

### Staff:

- Exit building using designated fire exit route.
- Use secondary route if primary route is blocked.
- Report to designated safe area.
- Take attendance.
- Report missing, extra, or injured students to main office.
- Wait for "ALL CLEAR."

### Students:

- Leave belongings behind.
- Form a single file line.
- Follow teacher direction.

**ADMINISTRATOR WILL ANNOUNCE "ALL CLEAR" WHEN SITUATION IS RESOLVED.**



The purpose of this guide is to provide everyone within our school community team with a simple reference tool to prepare and respond to any incident within the Westport school district. It outlines the procedures to follow during emergencies and the responsibilities for administrators, teachers, as well as students.

### This guide promotes four primary responses:

- **LOCKDOWN** (Threat or Concern Inside School; Prepare for Emergency)
- **SECURE THE SCHOOL** (Threat or Concern Outside School; Continue Normal Inside Activity)
- **SHELTER IN PLACE** (Weather Threat or Concern Outside School; Prepare For Emergency)
- **EVACUATE** (Threat or Concern Inside School; Depart the School)

### Emergency Numbers

**FIRE – POLICE – AMBULANCE: 9-1-1**

#### Westport Police

Non-emergency: (203) 341-6000

Animal Control: (203) 341-6078

#### Westport Fire Department

Non-emergency: (203) 341-8000

Fire Marshal: (203) 341-6020

Westport Health Department: (203) 227-9571

Norwalk Hospital: (203) 845-4800

Poison Control: (800) 222-1222

#### Westport Public Schools

**Superintendent**  
Dr. Colleen Palmer: (203) 341-1010

**Director of School Business Operations**  
Elio Longo: (203) 341-1001

**Director of Human Resources**  
John Bayens: (203) 341-1004

**Director of Elementary Education**  
Julie Drolier: (203) 341-1213

**Director of Pupil Services**  
Mike Rizzo: (203) 341-1253

**Director of Facilities**  
Ted Hunyadi: (203) 341-1271

**Supervisor of Health Services**  
Sue Lovassour: (203) 341-1251

**Director of Transportation**  
Sandy Evangelista: (203) 341-1754



# NIMS Training

## Emergency Management Institute



### FEMA

This Certificate of Achievement is to acknowledge that

**JOHN C BAYERS**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00700.a**

**National Incident Management System (NIMS)**

**An Introduction**

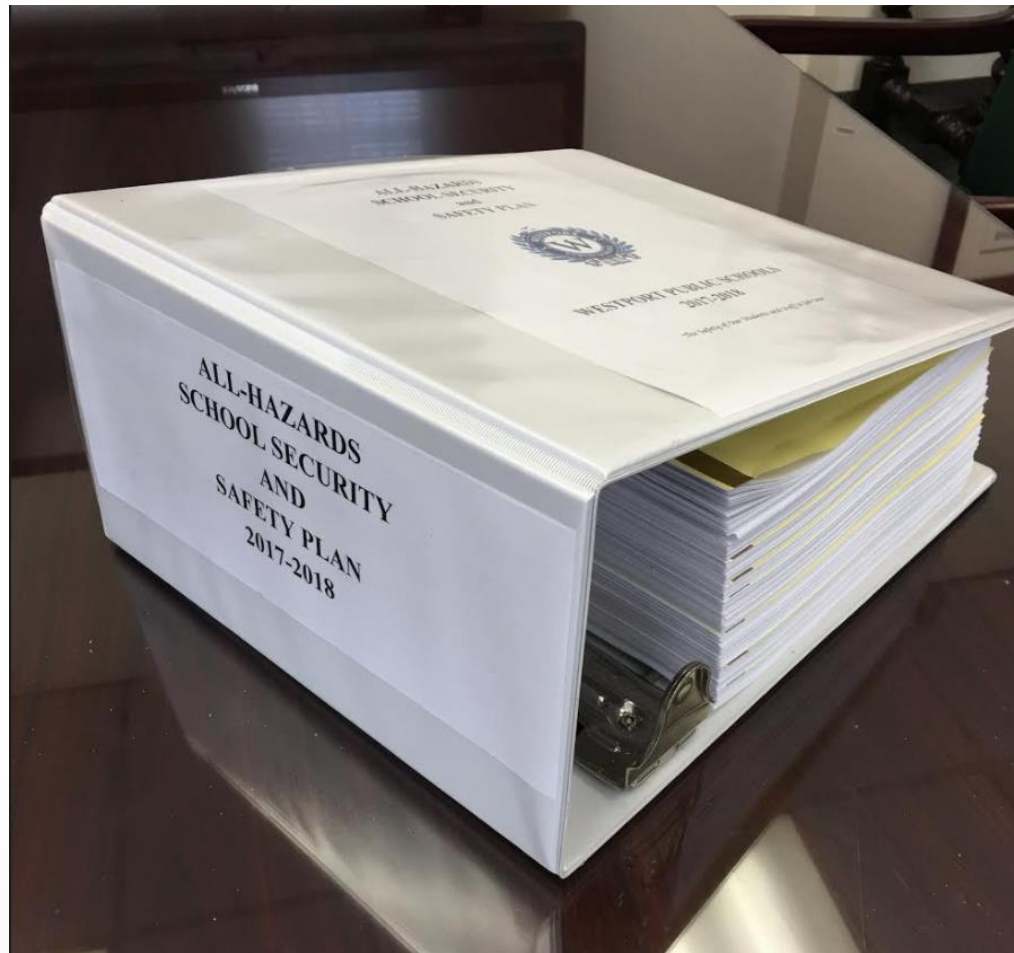
*Issued this 19th Day of October, 2014*



0.3 IACET CEU

  
Tony Russell  
Superintendent  
Emergency Management Institute

# All-Hazards Manual



# Two Way Radios





# Door Shades



# Locksets/Vestibules



# 3M Security Window Film



# Bollards





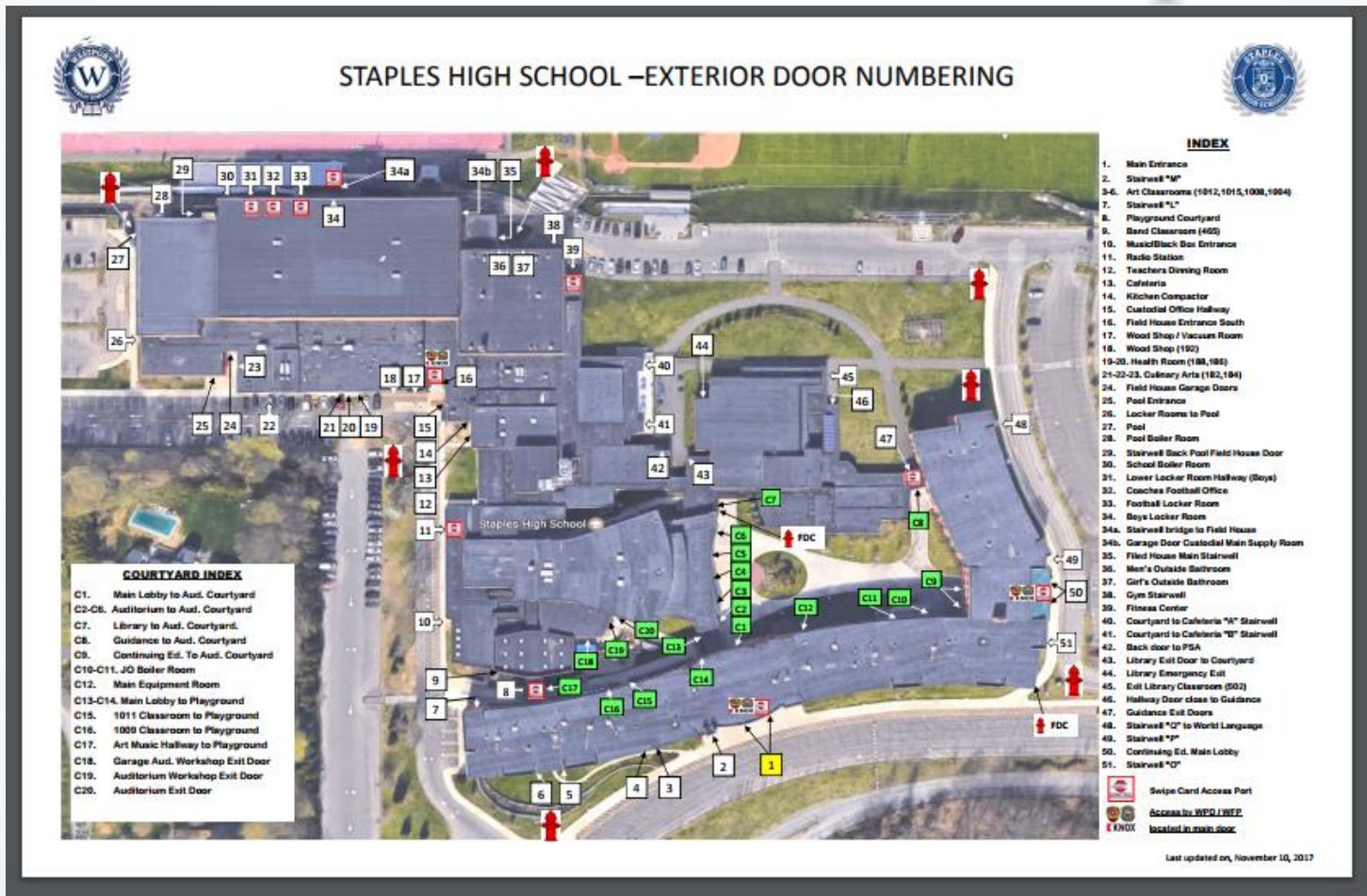
# Lockdown Mass Notification



# Exterior Door Numbering



# Exterior Door Maps





# Exterior Cameras





# Exterior Camera Maps



## **STAPLES HIGH SCHOOL—EXTERIOR CAMERA LOCATION**



# Superintendent's Office Command Center



# Card Access





# AEDs





# Security Grants

SECURITY PROJECTS			
PROJECT	TOTAL COST	STATE SHARE (20.71%)	LOCAL SHARE
<u>Grant Phase 1</u>			
Door locks	\$ 150,872	\$ 31,246	\$ 119,626
Window film	\$ 435,895	\$ 90,274	\$ 345,621
Exterior cameras (157)	\$ 458,897	\$ 95,038	\$ 363,860
<u>Grant Phase 2</u>			
Mass notification	\$ 457,743	\$ 94,799	\$ 362,944
Digital two way radios	\$ 241,771	\$ 50,071	\$ 191,700
Total	\$ 1,745,178	\$ 361,426	\$ 1,383,752

# Gaggle



# SRO



# Westport Public Schools



The safety and security of our students and staff take precedence over all other District goals.