




SAFETY AND SECURITY UPDATE

2022-2023



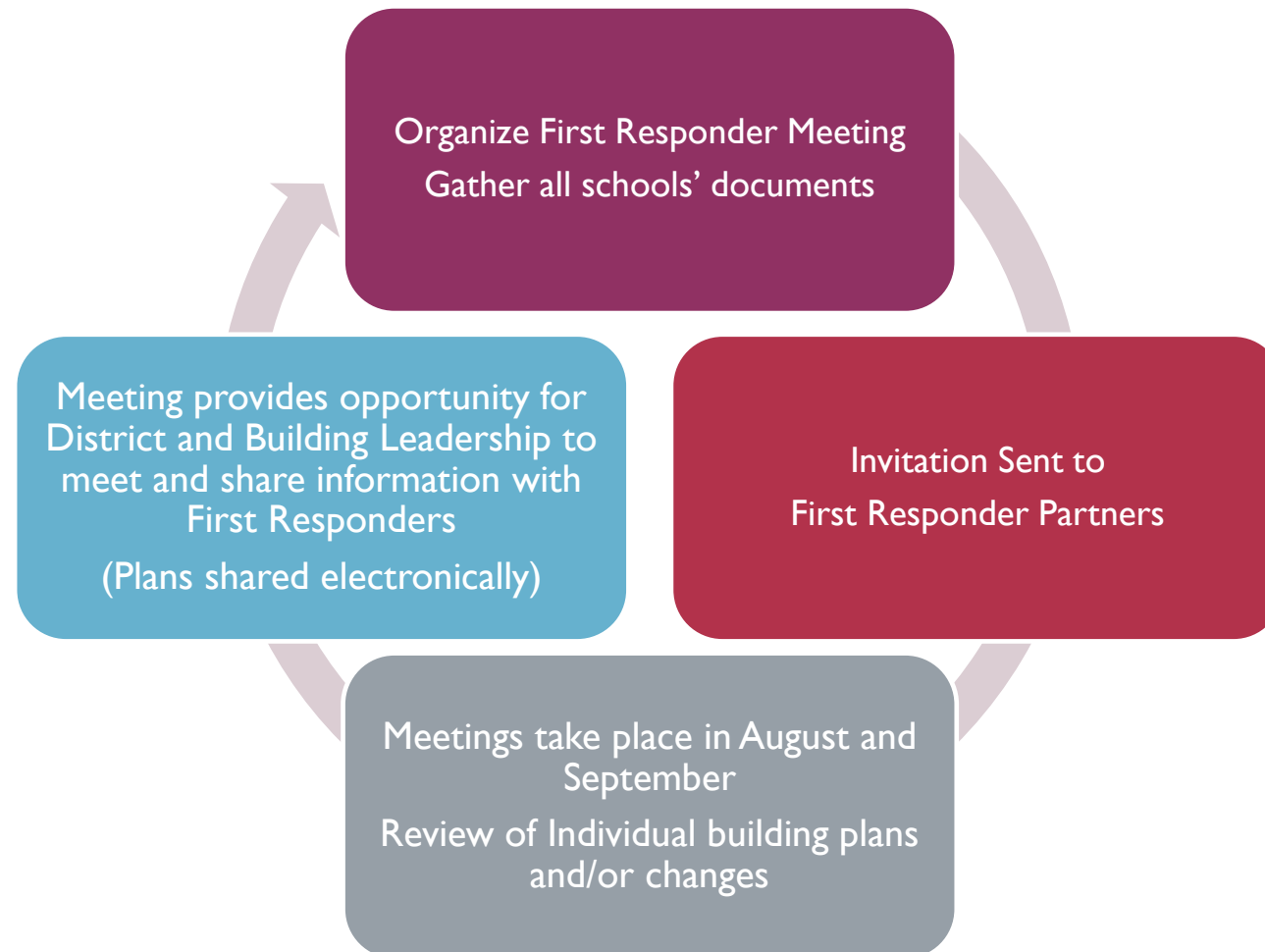
SUMMER PROJECTS: EACH BUILDING

- Verified classrooms have maps identifying evacuation routes and tornado shelter areas
- Verified classroom intercom buttons are working properly and are identified correctly when they ring to the main office
- Verified that all interior locks are functioning properly
- Verified directional locking stickers to all interior doors
- Verified that the exterior PA system is working
- Verified 2-way radios are accounted for and working
- Verified all signs are posted (no concealed carry, no smoking, visitor signs, etc.)
- Monthly testing of emergency base stations (year-round)
- Verified AED machines are working properly (year-round)
- Verified emergency red to-go-bags are filled with proper supplies
- Coordinating with Principals to plan trainings and drill dates for the 2022-2023 school year

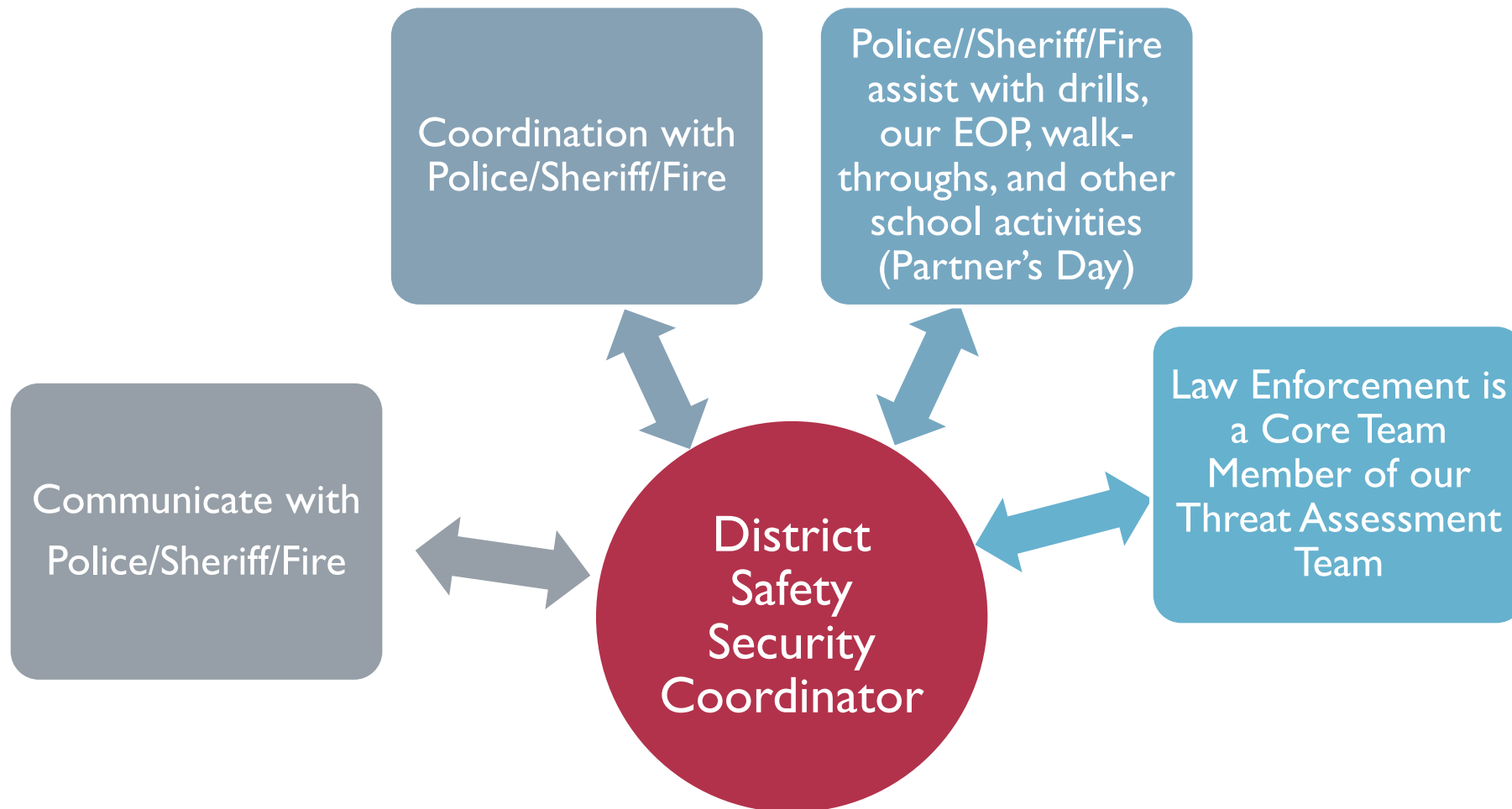
DRILLS & TRAININGS PLANNED FOR EACH BUILDING

- Schedule the six required drills:
 - (3) Evacuation Drills,
 - (1) Shelter in Place Drill,
 - (1) Bus Evacuation Drill,
 - (1) Law Enforcement Lockdown Drill
- Training with the School Emergency Response Team (SERT) at parent reunification site
- Faculty meeting/training at the primary parent reunification site
- Conduct future trainings and tabletop exercises
- Post trainings on the Geneva 304 Staff HUB site

ANNUAL REVIEW WITH FIRST RESPONDERS AND SCHOOLS



THE RELATIONSHIP WITH OUR FIRST RESPONDERS IS KEY



I LOVE U GUYS-STANDARD RESPONSE PROTOCOL (SRP)

EN CASO DE EMERGENCIA TOMEN MEDIDAS



HOLD! (¡ESPEREN!) En su salón o área. Despejen los pasillos.

ESTUDIANTES
Permanezcan en el área hasta que se indique que la situación se ha resuelto
Continuar con la actividad rutinaria

ADULTOS
Cierren la puerta y echen la llave
Cuenten a los estudiantes y a los adultos
Continuar con la actividad rutinaria



SECURE! (¡PROTEJAN!) Vayan adentro. Echen llave a las puertas exteriores.

ESTUDIANTES
Regresen adentro
Continúen con la actividad rutinaria

ADULTOS
Lleven a todas las personas adentro
Echen llave a las puertas exteriores
Mantengan la alerta sobre lo que ocurre en su entorno
Cuenten a los estudiantes y a los adultos
Continúen con la actividad rutinaria



LOCKDOWN! (¡CIERRE DE EMERGENCIA!) Echen llave, apaguen las luces, escóndanse.

ESTUDIANTES
Desplácese a un lugar donde no se les vea
Guarden silencio
No abran la puerta

ADULTOS
Lleven a las personas en los pasillos a dependencias interiores si es posible hacerlo de forma segura
Echen llave a las puertas interiores
Apaguen las luces
Desplácese a un lugar donde no se les vea
Guarden silencio
No abran la puerta
Prepárense para evadirse o defenderse



EVACUATE! (¡EVACUEN!) (Es posible que se especifique un lugar determinado)

ESTUDIANTES
Dejen sus cosas donde estén si se les pide que lo hagan
Llévense sus teléfonos
Seguir instrucciones

ADULTOS
Dirijan la evacuación a un lugar determinado
Cuenten a los estudiantes y a los adultos
Avisen si entre los estudiantes o los adultos falta alguien, hay personas de más o hay heridos



SHELTER! (¡BUSCAR RESGUARDO!) Riesgo y estrategia de seguridad

ESTUDIANTES
Utilizar una estrategia de seguridad adecuada para el peligro

ADULTOS
Dirijan la estrategia de seguridad
Cuenten a los estudiantes y a los adultos
Avisen si entre los estudiantes o los adultos falta alguien, hay personas de más o hay heridos

Riesgo
Tornado
Terremoto
Materiales peligrosos
Tsunami

Estrategia de seguridad
Evacúen a un área resguardada
Agáchense, cúbranse y agárrense
Sellen el salón
Diríjanse a terreno elevado

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS
Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS
Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS
Return to inside of building
Do business as usual

ADULTS
Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

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

ADULTS
Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS
Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS
Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS
Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

ADULTS
Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

UPDATED IDENTIFICATION CARDS

- SHOULD ALWAYS BE WORN BY STAFF
- QUICK REFERENCE IN AN EMERGENCY
- WHAT TO DO RIGHT NOW

STANDARD RESPONSE PROTOCOL



HOLD
In your room or area.
Clear the halls.



SECURE
Get inside.
Lock outside doors.



LOCKDOWN
Locks, lights,
out of sight.



EVACUATE
To the announced
location



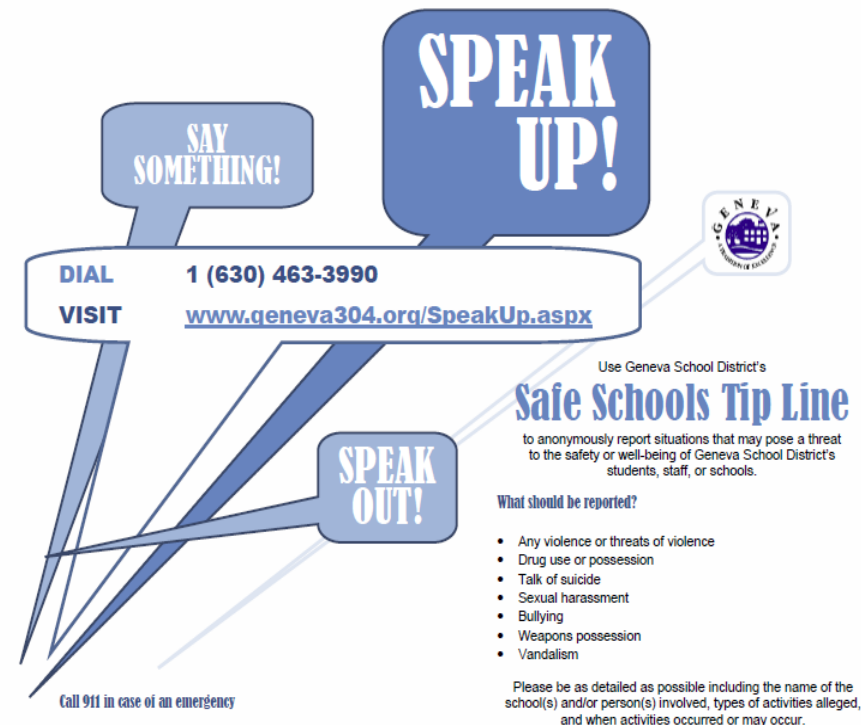
SHELTER
Using the announced
hazard and strategy.

STUDENT/PARENT REUNIFICATION SITES

- Memorandum of Understandings are valid through the 2023-2024 school year with all site partners
- Individual site plans reviewed annually and updated as needed
- The Principal, First Responders, site representative and I work together to update our plans

SAFE SCHOOL TIP-LINE

- The District Wide Tip-Line was established during the 2014-2015 school year
- If you suspect or become aware of anyone planning or acting in any unsafe manner, please let us know. This includes, but is not limited to, the use or possession of drugs, knives, or guns and/or a threat to injure, bully, or assault others.
- Two ways of reporting
- Call 630-463-3990 or
- Go to www.geneva304.org/speakup.aspx
- Each Building's Website has a link to the Tip Line



The graphic features a central white speech bubble with a blue border containing the text: "DIAL 1 (630) 463-3990" and "VISIT www.geneva304.org/SpeakUp.aspx". Above this are two blue speech bubbles: "SAY SOMETHING!" and "SPEAK UP!". Below is another blue speech bubble: "SPEAK OUT!". To the right is the Geneva School District logo. Below the logo is the text: "Use Geneva School District's Safe Schools Tip Line to anonymously report situations that may pose a threat to the safety or well-being of Geneva School District's students, staff, or schools." Below this is a list of items to report: "Any violence or threats of violence", "Drug use or possession", "Talk of suicide", "Sexual harassment", "Bullying", "Weapons possession", and "Vandalism". At the bottom right, it says: "Please be as detailed as possible including the name of the school(s) and/or person(s) involved, types of activities alleged, and when activities occurred or may occur." At the bottom left, it says: "Call 911 in case of an emergency".

SAY SOMETHING!

SPEAK UP!

DIAL 1 (630) 463-3990
VISIT www.geneva304.org/SpeakUp.aspx

SPEAK OUT!

Call 911 in case of an emergency

Use Geneva School District's
Safe Schools Tip Line
to anonymously report situations that may pose a threat to the safety or well-being of Geneva School District's students, staff, or schools.

What should be reported?

- Any violence or threats of violence
- Drug use or possession
- Talk of suicide
- Sexual harassment
- Bullying
- Weapons possession
- Vandalism

Please be as detailed as possible including the name of the school(s) and/or person(s) involved, types of activities alleged, and when activities occurred or may occur.

RAPTOR VISITOR MANAGEMENT SYSTEM

- An excellent way to manage visitors who are in your building, requires an ID card to be scanned into the Raptor System.
- Raptor software compares the visitor's information against the National Sex Offender Data Base and any court orders, order of protections, etc. that parents provide to the school.
- All buildings are equipped with and using this software system.
- Accepts Driver's License, State ID Card, Active Military Cards, and Passports are accepted.



RAPTOR VISITOR MANAGEMENT SYSTEM

- Train new staff
- Conduct refresher training with administrative assistants and troubleshoot issues when they arise
- Manage the “Private Alerts” in the system
- Manage general maintenance issues and updates to the system

SECURITY CAMERAS IN THE DISTRICT

- All buildings currently have interior and exterior cameras
- They are used to monitor, prevent, deter, and assist in investigations when incidents occur
- It is my responsibility to make sure that the hardware and software are functioning properly
- When incidents occur, building administrators or myself can look back at the camera footage to try and ascertain if there is any footage that will help aid in the investigation.

REQUIRED DRILLS: MY OBSERVATIONS & ROLE

- Teachers wearing their orange vests and taking their “Emergency Red To-Go Kits”
- Administrators are taking their “Administrator To-go Kit”
- Ensure red and green cards are being used for accountability
- Ensure procedures are being followed
- Ensure alarms and doors are closing properly
- Provide feedback to administrators, faculty and staff

OTHER COMPLIANCE CHECKS THAT ARE CONDUCTED

- All exterior doors are secure during the school day
- All exterior doors are closing properly
- Custodian closets are closed and locked
- Fob readers are functioning properly
- Exterior ground perimeter checks
- Security cameras are working properly
- Background checks are conducted on all contractors
- Visitors are being checked in properly

STAYING UP TO DATE ON SAFETY AND SECURITY BEST PRACTICES

- Member of the School Safety Information Sharing Program through the Statewide Terrorism and Intelligence Center
- Participate in the Kane County Regional Office of Education Safety Team Meetings
- Subscribe to numerous school and campus safety and security newsletters and magazines
- View numerous webinars
- Attend school safety and security conferences
- Network with other professionals that are in similar positions in other districts

TRAINING

IS KEY



COMPLACENCY

OUR WORST ENEMY

Welcome to
"It'll NEVER Happen Here"
U.S.A