



**ST. JOHN
CATHOLIC
SCHOOL**
1923 — 2023

St. John Campus Safety and Security

PA Meeting 12/2/2022

A. Protocols and Systems Currently in Place

1. Safety Committee: Focused on best practices, providing training, streamlining communication to staff
 - a. Teachers from each department, maintenance, administration, medical
 - i. Pablo Kelley, Dora Hall, Diane Crockett, Steven D'Amelio, Chrissy Murray, Campbell Traywick, Josh Sandstrom, Gwynedd Rzegocki, Dana Edwards
2. Safety Handbook
 - a. 30-page document detailing safety/emergency protocols and preparedness
 - b. Updated at least annually and provided to all staff
 - c. New staff members are provided 1:1 training as part of onboarding
3. Annual All-Staff Safety Training in August (every-other year includes CPR, Defibrillator, and First Aide training). Review of standards, communication, primary and secondary operations for natural disasters, lockdowns, missing student protocol, inclement weather early dismissal, etc.
4. Campus Security
 - a. August 2022: Security cameras installed around campus; remote and on-site dashboard camera access by parish and school admin/front office/maintenance
 - b. Secure entry to all exterior doors on campus; doors remain locked throughout the day
 - c. 2-step entry into all buildings
 - d. Locked portables
 - e. Morning perimeter, playground and biohazard sweep daily at 6am
 - f. Recess Coordinator, Volunteers with Faculty on duty during outdoor recess
 - g. Commitment to asking all visitors to sign in to office
 - h. Safe Environment Training required for all adult volunteers (additional classes for parents and coaches involved with CYO)
5. Pandemic Preparedness Plan as of 2020
 - a. addition of a part-time school nurse in 2022
6. 2018-2022: multi-phase fire alarm system installation, Fire Department direct notification, strobes, smoke detectors, etc.

7. Annual walk-through with Fire Department, including observing a Fire Drill with all students/staff
8. Monthly student drills
 - a. Fire
 - b. Earthquake; Great Shake-Out
 - c. Stay Put, Secure Perimeter, Lockdown (active threat on campus)
9. Annual audit of building safety (Safety Committee walk through each August)
10. Consultation with emergency preparedness specialist regarding disaster protocols and disaster supplies
11. Annual inventory of disaster shed
12. Greenwood Elementary Partnership
 - a. Reunification Plans
 - b. Communication between campuses
13. Professional Development (trainings related to communication best practices, active threats in school setting, disaster preparedness).

B. What is on the Horizon

1. Provide date for training parent recess volunteers
2. Fine tuning staff training regarding lockdown scenarios (Safety Committee focus)
 - a. Evaluating/determining what level of training is appropriate for staff and possibly for students
 - b. Updating communication plan among staff
3. Document to be added to school website with information for families
 - a. What communication families can expect in the event of a disaster/lockdown
 - b. Aspects of a reunification plan following a disaster/lockdown (how and where do I find my child should a reunification be necessary)

C. Questions?

1. Fenced vs. Open campus considerations
 - Safety Audit of Campus performed by Head of Security for Microsoft
 - Recommended that considerations for safety/security include location of school, history of criminal activity, vandalism/other crimes, etc.
 - Safety and security planning must balance safeguards that need to be in place with being completely closed in (locked in without easy access to exit if needed, egress, visitors, parents, vendors, etc.)
2. First Responder time; (*school priority in immediate threat situation. Fire Department down the street*)
3. How can I help? Always in need of more recess volunteers. We currently have multiple staff monitors on playground during recess time
4. Report, respond, call 911