



Safety Processes and Procedures Fall 2022 Update

Below is a summary of safety updates, systems and policies that reflect our continued commitment to create a safe and healthy educational environment for every student.

SAFETY TEAMS

The school has restructured safety and campus health teams into two committees: Risk Management and Campus Health.

- **Risk Management – Campus Safety and Security:** This committee oversees emergency preparedness, safety policies, crisis communications, and employee training.
- **Risk Management – Safety Subcommittee:** This group oversees OSHA requirements, accidents and reports, as well as campus conditions and audits.
- **Campus Health – Physical and Mental Wellbeing:** This committee oversees COVID-19 policies and protocols, general health policies, counseling services and student policies.
- **External Partnerships:** The school partners with: the Washington County Sheriff's School Resource Officer; Tualatin Valley Fire & Rescue leadership, inspectors and crews; and Providence St. Vincent Hospital.

RESPONSES, DRILLS, AND TRAINING

- **Standard Response Protocol:** The safety handbook documents steps for school closures, lockdowns, lockouts, earthquakes, bomb threats, hazardous materials, shelter-in-place, campus evacuation and family reunification. Content is reviewed annually.
- **Regular Drills:** School staff consistently practices secure, lockdown, fire and earthquake drills.
- **Annual Safe Schools Training:** All employees must complete annual online training conducted by Vector Solutions. All employees participate in mandatory abuse prevention training provided by an external expert.
- **Expanded Safety Training:** School leadership and members of the Crisis Management Team attended a half-day lock down training and a three-day nationally-recognized safety training program in partnership with Oregon Episcopal School.
- **Curriculum:** Students receive age-appropriate educational information. Students in grades 6-12 receive information on reporting sexual assault and misconduct, as well as access to resource guides.

SAFETY MEASURES

- **Employee ID Badges or Name Tags:** All employees are expected to wear identification badges or name tags when on campus. Employees take new ID photos annually.

- **Fingerprint and Background Checks:** All employees and volunteers are required to complete this before working on campus.
- **New Remote Camera System:** By December 2022, we will expand our current network of cameras to 50 in total that cover locations across campus
- **New Exterior Door Lock System:** By November 2022, all exterior doors will be secured with a modern card reader system that increases our ability to program, unlock, and secure doors rapidly and remotely.
- **Drills and Student Education:** To meet State of Oregon requirements, the school completes a monthly fire drill and 30 minutes of emergency training, which must include two earthquake and two threat (secure/lockdown) drills per year.

OUR ONGOING COMMITMENT

- **TitanHST Emergency Communication System:** The TitanHST app allows the school to send emails and texts directly to employees, parents and guardians, and Upper School students.
- **Campus-Wide PA System:** Speakers allow Catlin Gabel to broadcast messages inside and outside of classrooms.
- **Reporting Tip Line:** The school has partnered with [Vector Alert](#), which allows anyone to quickly and anonymously report concerns of any kind by text, website, email or phone. The tip line alerts the head of school, assistant head of school, director of human resources, and audit committee chair of the board of trustees. Catlin Gabel's identification code for reporting is 1832.

The school welcomes your ideas and suggestions, which can be sent to info@catlin.edu on how we can continue to create an environment that allows every student to thrive.