

**SAFETY AND SECURITY  
POLICIES/PROCEDURES**

All employees should be familiar with the procedures for creating a safe and secure environment within their SBISD campus or facility. This would include:

- Be aware of your surroundings and if you see something say something. Notify an administrator immediately. Report any verbal or written threats to an administrator
- All visitors and volunteers to any campus or building must be directed through the front door and follow sign in and badge procedures
- Always wear your SBISD ID Badge over the outermost layer of your clothing. If you see someone without an SBISD or Raptor visitor badge approach and escort them to the front office to check in.
- Keep all classroom and perimeter doors and gates closed and locked for the security of staff and students. Do not prop open doors or gates and do not allow others to do so. Staff and students should not open doors to others or allow others to follow (piggyback) inside without proper ID.
- Be familiar with the District's emergency drill procedures for evacuation, secure, lockdown, shelter and hold. Locate and post the Standard Response Protocol (SRP) diagrams in all classrooms and gathering areas and complete all "SAFE SCHOOLS" trainings you receive
- Make sure substitutes check in with the front office and are given the SRP information in the sub folders, a classroom key and the name of another staff member to contact for assistance if needed.
- Staff should make themselves familiar with life-saving medical AED's and fire extinguishers and be able to follow training protocol for use.
- During instructional time with prior Principal approval, and written into lesson plans, teachers may take advantage of flex or collaborative spaces that may be considered an extension of the classroom. If approved, teachers may leave doors open if actively monitoring inside and outside of classroom areas.

Each principal or department head is responsible for developing and submitting by ~~September 4~~ the assigned day of each year the campus/facility Emergency Operations Plan (EOP) to the District Chief of Police. The EOP template and its support audits and attachments, along with the District EOP, are the primary reference documents for plan development. Assistance with development of the plans is available by contacting the District Police or the District Director of Safety and Security.

All drills must be consistent with state law and District guidelines as well as terminology following the Standard Response Protocol (SRP) of the “i love u guys” foundation. Up to three actual events per school year may substitute for drills. Regulations for all drills, as well as safety instruction as follows:

**EVACUATE TO A  
LOCATION**

1. Fire Exit Drills:

a. The number of fire exit drills is the same for all schools. State law requires one fire drill be conducted for each month that has ten or more available school days. At least one-half of all drills will be obstructed. While the Principal will be responsible for conducting the specified minimum drill requirements, the individual school and circumstance may dictate that additional drills be held to ensure the greatest possible safety for all personnel. Non-campus buildings should hold at least two fire drills a year or one per semester.

b. The principal of each school or the department head of each non-campus facility is responsible for ensuring that the fire safety guidelines are included as a plan attachment and have been tailored for his or her building. In the plan, the various duties and responsibilities are to be designated along the incident command system structure and the routine established for all personnel within the building to follow.

c. Strict safety accountability measures must be followed to ensure the well-being of all students, faculty, and staff. An SBISD Emergency Drill report will be completed and forwarded to Safety and Risk Management for each drill held.

d. Safety drill suggestions are as follows:

Within an hour prior to conducting a fire exit drill, District Police and area fire departments (if requested) will be notified by telephone of the intended drill. Some drills should be scheduled during lunch and between classes after proper instruction has been given. Stations should be used to conduct fire exit drills and different pull stations should be used for each drill to help ensure operability. Plain English rather than codes will be used for announcing emergency and protective measures. Fire drills and events will use the alarm system where available.

e. Fire drill information is also available through the Texas Fire Marshal’s Office, Department of Insurance at <https://tdi.texas.gov/fire/>

**LOCKDOWN  
LOCKS, LIGHTS,  
OUT OF SIGHT**

2. Lockdown:

- a. Lockdown drills will be held once per semester. The first drill will be held within the first month of each semester. These drills must take place at each school campus.
- b. The principal of each school or the department head of each non –campus facility is responsible for ensuring that the lockdown guidelines are included as a plan attachment and have been tailored for his or her building. In the plan, the various duties and responsibilities are to be designated along the incident command system structure and the routine established for all personnel within the building to follow.
- c. Plain English will replace all codes for announcing emergency and protective measures.
- d. Strict safety accountability measures must be followed to ensure the well-being of all students, faculty, and staff. An SBISD Emergency Drill report will be completed and forwarded to Safety and Risk Management for each drill held.
- e. Please refer to the attachments in the EOP template for more information or contact the District Police or the District Director of Safety and Security.

3. Weather and Chemical Shelter in Place:

- a. Weather and chemical shelter in place drills will be held no less than one each per semester and must take place at each school campus.
- b. The principal of each school or the department head of each non –campus facility is responsible for ensuring that the shelter-in-place guidelines for each are included as a plan attachment and have been tailored for his or her building. In the plan, the various duties and responsibilities are to be designated along the incident command system structure and the routine established for all personnel within the building to follow.
- c. Plain English will replace all codes for announcing emergency and protective measures.
- d. Strict safety accountability measures must be followed to ensure the well-being of all students, faculty, and staff. An SBISD Emergency Drill report will be completed and forwarded to Safety and Risk Management for each drill held.

**SHELTER  
FOR A HAZARD  
USING SAFETY  
STRATEGY**

- e. Please refer to the attachments in the EOP template for more information or contact the District Police or the District Director of Safety and Security.

**SECURE  
GET INSIDE, LOCK  
OUTSIDE DOORS**

4. Secure:

- a. Secure drills will be held once per semester. The first drill will be held in the month of September. This drill must take place at each school campus.
- b. The principal of each school or the department head of each non-campus facility is responsible for ensuring that the secure guidelines are included as a plan attachment and have been tailored for his or her building. In the plan, the various duties and responsibilities are to be designated along the incident command system structure and the routine established for all personnel within the building to follow.
- c. Plain English will replace all codes for announcing emergency and protective measures.
- d. Strict safety accountability measures must be followed to ensure the well-being of all students, faculty, and staff. An SBISD Emergency Drill report will be completed and forwarded to Safety and Risk Management for each drill held.
- e. Please refer to the attachments in the EOP template for more information or contact the District Police or the District Director of Safety and Security.

**HOLD  
IN YOUR  
CLASSROOM**

5. Hold

- a. A hold drill will be held once in the second semester. The drill will be held in the month of February. This drill must take place at each school campus.
- b. The principal of each school of the department head of each non-campus facility is responsible for ensuring that the hold guidelines are included as a plan attachment and have been tailored for his or her building. In the plan, the various duties and responsibilities are to be designated along the incident command system structure and the routine established for all personnel within the building to follow.
- c. Plain English will replace all codes for announcing emergency and protective measures.

- d. Strict safety accountability measures must be followed to ensure the well-being of all students, faculty, and staff. An SBISD Emergency Drill report will be completed and forwarded to Safety and Risk Management for each drill held.
- e. Please refer to the attachments in the EOP template for more information or contact the District Police or the District Director of Safety and Security.

6. Safety Instruction:

**SAFETY  
INSTRUCTION**

- a. To be effective, all drills should include a follow-up review by key faculty, staff, students, and parent (as appropriate), and plans updated to reflect lesson learned and changes in protocols and procedures.
- b. District Police and the District Director of Safety and Security will provide planning, training, and drill assistance to District campuses and facilities.
- c. The Texas State Fire Marshal's Office through the Department of Insurance recommends fire and burn prevention curriculum. Teacher guides are also available on the Texas Department of Insurance Fire Prevention Outreach website, <https://tdi.texas.gov/fire>
- d. The Texas School Safety Center, create in 1999 by the Governor and authorized by the 77<sup>th</sup> Texas Legislature in 2001, provides guidance and support for school emergency operations planning and preparedness, safety, training, and drills. Information is available at its Center for Safety and Community Schools website, <https://txssc.txstate.edu>