



## 2023 Safety Processes and Procedures

Each fall, Catlin Gabel holds a presentation for parents and guardians so that they have an understanding of the systems in place that help create a safe and healthy educational environment for every student. Below is a summary of the information we shared with them.

### Safety Teams

The school has one primary committee, the Risk Management Committee, to oversee all aspects of campus safety. There are also several subcommittees and/or task forces that report to the Risk Management Committee. This structure is designed to help ensure information is shared across groups.

- **Risk Management–Campus Safety and Security:** This committee oversees emergency preparedness, safety policies, crisis communications, and employee training.
- **Campus Health Subcommittee:** This committee oversees general health policies, counseling services and student policies. Reporting to the Campus Health Subcommittee, the Student Health Team, consisting of the divisional counselors and health coordinator, meets periodically to consider, evaluate, and revise systems and protocols in support of student health and wellbeing.
- **Safety Subcommittee:** This group is led by the Director of Facilities and oversees OSHA requirements, accidents and reports, as well as campus conditions and audits.
- **Security and Emergency Preparedness Task Force:** New this year, a cross-divisional Task Force was formed to further study campus security protocols and emergency preparedness in partnership with divisional leadership. Members include representatives from each division, counselors, and our operations team.
- **External Partnerships and Consultants:** The school partners and consults with: the Washington County Sheriff's School Resource Officer; Tualatin Valley Fire & Rescue leadership, inspectors and crews; Providence St. Vincent Medical Center; [I Love U Guys Foundation](#).

### Safety Procedures

Our safety systems and processes align with recommendations provided by the National Association of Independent Schools (NAIS).

- **Employee Background Check and Fingerprinting:** All employees must complete a national background check and are fingerprinted before working on campus.
- **Annual Safe Schools Training:** All employees must complete annual online training provided in partnership with Vector Solutions. All employees participate in mandatory abuse prevention training provided by an external expert.
- **Volunteering Checks:** All volunteers complete a national background check as well as online safety training before participating in an activity, and those who will have direct unsupervised interactions with students get fingerprinted.
- **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 Drills and Training

- **Expanded Safety Training:** All employees receive training on the school's [Standard Response Protocol](#) for emergencies at the beginning of the school year. On-going training is provided throughout the year during employee Professional Learning Days.
- **Drills and Student Education:** As part of the State of Oregon's 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.
- **Standard Response Protocol:** The safety handbook documents our [Standard Response Protocol](#) with steps for school closures, lockdowns, secure, earthquakes, bomb threats, hazardous materials, shelter-in-place, campus evacuation and family reunification. Content is reviewed annually.

## Campus Security

**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.

**Remote Surveillance System:** There is a network of 60+ cameras across campus.

**Exterior door lock system:** All exterior doors are secured with a modern door access system that increases our ability to program, lock, and secure doors rapidly and remotely. Emergency lockdown buttons are also installed in primary buildings on campus.

**Burglar and Fire Alert Systems:** All buildings have current technology installed.

## Communication Tools

**TitanHST Emergency Communication System:** the school uses the TitanHST app to send urgent emails and texts directly to employees, parents and guardians, and Upper School students.

**Remind:** The school uses Remind specifically for athletics and transportation to send urgent or emergency messages to parents via text and email. Remind is capable of two-way communication.

**Campuswide Public Address (PA) System:** The PA system is used to broadcast audio, and in noisy areas, LED messages inside buildings and outside around campus.

**Reporting Tip Line:** The school partners with [Safe Schools](#), which provides a way for 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](mailto:info@catlin.edu) on how we can continue to create an environment that allows every student to thrive.