

# Security Training for Facility Users

Somerset Hills School District



# District Partnership with Law Enforcement

- Special Law Enforcement Officers (SLEO) in district
    - 1 at BMS/BES
    - 1 at BHS
  - Security procedures developed in coordination with Bernardsville Police Department
  - Each school has established Community Emergency Response (CERT) Teams (green vest)
  - All schools use Standard Response Protocol (SRP)-"I Love You Guys" Foundation
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## 2 Categories of Drills:

1) Fire Drills

2) Security Drills

# Fire Drills

Purpose of Fire Alarm Activation. Evacuate the room quickly to a safe distance and location from the building. What should our response be when the alarm sounds?

Need for quick but measured approach to evacuate (Calm). Students should be aware of the exit routes for their classrooms.

Direction to line up quickly and quietly (Orderly)

Reminder to leave all other personal items (backpack, Chromebook, etc.) behind

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## continued...

- Preparation actions unique to room before departure (turn off burners in labs, close doors, etc.)
  - Reminder to continually survey surroundings and conditions to identify safety hazards throughout evacuation process (understand that the primary pathway may be blocked)
  - Identification of assembly area(s). Students should always be far from the building and never in the roadway/parking lot.
  - Accountability process upon re-assembling outdoors (take attendance and provide names of missing students to the identified staff member outside)
  - Process for re-entering building when/if permitted (quickly, quietly and orderly).
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# Assembly Areas - Fire Drills

Bedwell	BMS	BHS
<ul style="list-style-type: none"><li>● Front of school</li><li>● Side of school (playground)</li><li>● Back of school</li></ul>	<ul style="list-style-type: none"><li>● Cafeteria - sidewalk, outside recess area</li><li>● Sidewalk by the BMS welcome sign</li><li>● Gym classes (tennis courts or fields if already outside)</li><li>● Exit to the front faculty parking area.</li><li>● Outside recess area - behind the band room</li></ul>	<ul style="list-style-type: none"><li>● The grass area beyond "The Rock"</li><li>● Against the Olcott Building</li><li>● The grass area across from the front of the school</li><li>● The softball field</li></ul>

# Security Drills

Review each of the following security drill types.

**Lockdown**

**Evacuate**

**Secure**

**Shelter**

**Hold**

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## Lockdown “Locks, lights, out of sight”

Lockdown is called when there is a threat or hazard inside the school building. Lockdown uses classroom and school security actions to protect students and staff from the threat.

An audible alarm will sound and/or the message “Lockdown! Locks, Lights, Out of Sight!” will be repeated twice over the PA system.

Each classroom is equipped with an Emergency Classroom Lockdown Kit -in the case of an emergency (large white bucket)

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# Lockdown

1. TEACHER PROCEEDS IMMEDIATELY TO DOOR(Students would normally\* be directed to move to the safe corner and to be silent as you move to the door.)
2. CONDUCT A **BRIEF HALLWAY SWEEP**, CLOSE AND **LOCK THE DOOR**. (The sweep would be a quick look left and right to capture any student about to be locked in the hall.)
3. PULL THE SHADE OR **PLACE COVERING OVER WINDOWS**, TURN OUT LIGHTS.
4. ENSURE THAT STUDENTS MOVE TO A SAFE CORNER\*. MONITOR TO ENSURE **ALL ARE QUIET**, AND NO ONE MOVES UNTIL PROPERLY DIRECTED. (*The door shall not be opened at any time. In the event of an actual emergency, the door would be opened by law enforcement.*)

*\*For the duration of the pandemic, unless you are told otherwise, students should not move to safe corner. This will allow us to maintain social distancing.*

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## Evacuate “To a location”

Evacuate is called when there is a need to move people from one location to another. An evacuation drill is very similar to a fire drill.

- Students and staff should be prepared to follow specific instructions given by CERT or first responders.

\*Location will be announced over the PA system (turf field, tennis courts, gym, pool parking lot etc.).

## Possible Assembly Area - Evacuation

Bedwell	BMS	BHS
<ul style="list-style-type: none"><li>● Leave building via fire exits and proceed to Bernardsville Pool Parking Lot.</li><li>● Grade level homeroom groups</li><li>● Teachers take attendance and report missing students.</li></ul>	<ul style="list-style-type: none"><li>● Leave building via fire exits and proceed to Bernardsville Pool Parking Lot (or other designated location via PA system).</li><li>● Students should meet with their current classroom teacher at location.</li><li>● Teachers submit attendance to SERT member.</li></ul>	<ul style="list-style-type: none"><li>● Leave building via fire exits and move around the building to Olcott Field (“the turf”)*.</li><li>● Students should find their homeroom teachers in their assigned areas in the bleachers once they evacuate to Olcott Field.</li></ul>



## Secure “Get inside, lock outside doors”

Secure (Lockout) is called when there is a threat or hazard outside of the school building.

The Secure (Lockout) protocol demands bringing people into a secure building, locking all outside access points. Where possible, classroom activities would continue uninterrupted. Classes being held outside would return to the building and, if possible, continue inside the building. There may be occasions when students expect to be able to leave the building - end of classes, job commitment, etc. Depending on the situation, permission to exit the building may be delayed until the area is safe.

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## Shelter “State hazard and safety strategy”

**Shelter** is called when specific protective actions are needed based on a threat or hazard. Drilling should include response to threats such as tornado, earthquake or hazmat.

**Hazards may include** • Tornado • Severe Weather • Wildfires • Flooding • Hazmat spill or release • Earthquake •

**Safety Strategies may include** • Evacuate to shelter area • Seal the room • Drop, cover and hold • Move to the second floor.

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## Hold “In your room or area-clear the halls

**Hold** is called when hallways need to be kept clear, even during class changes.

Prior to locking the classroom door, teachers should rapidly sweep the hallway for nearby students. Teachers take attendance, note the time, and conduct business as usual. Students and staff in common areas, like a cafeteria or a gym, may be asked to remain in those areas or move to adjoining areas like a locker room.

Students and staff outside of the building should remain outside, unless administration directs otherwise.

Remain in room or area until the all clear is announced.

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