

SWSD Safety Sequence

ISSUE

Annually, all Staff are required to take approximately three hours of *Safe Schools* training, teaching them to spot and report issues. Additionally, many of our teachers and students have taken the *Forefront Suicide* training. Our administrators have attended the ESD Safety Summit.

Students, staff, families and community members are encouraged to report anything that might compromise the safety of our students, staff and schools.

Please report in person, by phone, by email, or via **Safe Schools Alert Notification System**

NOTIFICATION

Building Administrators (Principal) should be immediately notified.
Principal will notify the Superintendent.

Principal will notify First Responders (police, sheriff, fire, iComm-911) of any threat to student/staff/school safety. Notifications can come orally, written in an email, or online via Safe Schools Reporting. Any 911 call made from a district phone immediately alerts all admin staff and building secretaries by phone, computer notification and cell phone (for the principals and superintendent). There is protocol in place when this happens.

If there is an immediate threat to the building and a lock down is necessary, any staff member can initiate a lock down from a campus phone.

INVESTIGATION

Principals will do the initial investigation. This will include visual, auditory, interviews, etc.

The district will conduct additional investigation as needed - *all hands on deck* (eg facilities director involvement).

911 First Responders will conduct an independent investigation as they deem necessary.

ACTION

Immediate action is taken. SWSD follows the *I Love You Guys* Standard Response Protocol. This protocol includes Lock Out, Lock Down, Evacuation, or taking Shelter. Every classroom has a poster providing direction.

Additional actions may include student exclusion, suspension, or required threat assessment.

Every classroom stocks a bucket of emergency supplies and teachers have current class lists.

COMMUNICATION

SWSD will provide communication via School Messenger to all staff, HS students and families. Information will be provided as it is known. These messages may be sent via phone, text, email, push notification, Facebook post and website post. The method of delivery will depend on the urgency of the message. We realize that families communicate in different ways. We work to reserve text and phone messages only for urgent messages that we want read immediately. These messages are sent by the Communication Director and will be updated as new information is received. The Family Education Rights and Privacy Act prohibits the district from providing any student details.

Staff will usually have meetings before/after school to provide information to share, etc.

PARTNERSHIP

SWSD works in partnership with our local First Responders and community partners including our Educational Service District and Island County Health Services. Depending on the situation, counseling and other assistance may be needed. We need the partnership of the community to keep the phone lines and roads open for the First Responders when needed.

REVIEW

Once an incident has passed, SWSD Administration reviews our response and takes feedback for best practices and prevention. We are always working to improve.