



# Unlocking Safety Excellence: The Critical Role of Facilities

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Empower every learner  
to achieve personal  
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# Agenda:

- Key Resources in a Safety Program
- Comprehensive Security Audit
- Standard Response Protocol (SRP)
- School Safety Drills
- Incident Debriefs
- “What if Wednesdays”
- Safety Tabletop Scenarios
- Collaboration Meetings & Partnerships
- Parent Safety Education
- Student Safety Engagement

# Critical Role of Facilities in School Safety

- Facilities are central to a safe and secure school environment.



# Key Resources in a Safety Program

- Shared Responsibility
- Emergency Training & Preparedness
- Teamwork

*SET your school up for safety excellence!*



# Comprehensive Security Audit

- Improves overall safety program
- Underscores commitment to safety
- Establishes priorities for safety enhancements
- Guides allocation of resources
- Long-term safety planning



# Approaches for Addressing a Security Audit

- Collaborative approach – Core Team
- Prioritization
- Accountability
- Data-driven decision making
- Regular monitoring, tracking, & reporting
- Staff Expertise
- Master Facilities Plan



# Standard Response Protocol (SRP) by the “I Love U Guys” Foundation



HOLD



SECURE



LOCKDOWN



EVACUATE



SHELTER



# WHY THE SRP?

- Engages the entire school community - emphasizing that it's a collective effort.
- All their training materials can be accessed on their website at no cost.
- Allows for flexibility – response may vary based on unique circumstances of each emergency.
- Trauma informed – promotes a culture of safety.
- Reunification Component – SRM.

## IN AN EMERGENCY TAKE ACTION



### HOLD! In your room or area. Clear the halls.

#### OCCUPANTS

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

#### STAFF

Close and lock door  
Account for occupants and staff  
Do business as usual



### SECURE! Get inside. Lock outside doors.

#### OCCUPANTS

Return inside  
Do business as usual

#### STAFF

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for occupants and staff  
Do business as usual



### LOCKDOWN! Locks, lights, out of sight.

#### OCCUPANTS

Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend

#### STAFF

Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Account for occupants and staff  
Prepare to evade or defend



### EVACUATE! (A location may be specified)

#### OCCUPANTS

Evacuate to specified location  
Bring your phone  
Instructions may be provided about retaining or leaving belongings

#### STAFF

Lead evacuation to specified location  
Account for occupants and staff  
Notify if missing, extra or injured people



### SHELTER! Hazard and safety strategy.

#### OCCUPANTS

Use appropriate safety strategy for the hazard

#### Hazard

Tornado  
Hazmat  
Earthquake  
Tsunami

#### Safety Strategy

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

#### STAFF

Lead safety strategy  
Account for occupants and staff  
Notify if missing, extra or injured people



# School Safety Drills

- Opportunity for education & training
  - Gradual exposure is a confidence builder
  - Train roles and responsibilities for facilities staff in a crisis
- Trauma-informed approach
  - Advance communication
  - Sensitivity to triggers
  - Supportive staff presence
  - Debriefing and processing
  - Feedback and improvement



# Safety Tabletop Scenarios

- Format is based on the Idaho School Safety 10-Minute Tabletop Exercise.
- Keep scenarios straightforward.
- Focus on questions answerable within 10 minutes.
- Encourage safety awareness, learning, and growth as a team.
- Goal is to empower team members to make informed decisions and respond effectively.



LAKE ZURICH COMMUNITY UNIT  
School District 95

**Time:** 9:38 a.m.

**Day:** Tuesday

**Month:** November

**Temperature:** 30 degrees

**Weather:** Cloudy

**Scenario #1:** As you exit your office, you notice an unfamiliar adult walking down the hallway without any staff identification, and there's no guest sticker visible. With just 4 minutes until the next passing period, you approach the person, but they dismiss your attempt to communicate and walk around the corner.

1. What actions are you taking?

# Safety Tabletop Scenario

**Time:** 2:18 p.m.

**Day:** Tuesday

**Month:** September

**Temperature:** 66 degrees

**Weather:** Cloudy

**School:** Elementary

**Scenario:** 32 minutes before dismissal, you hear about a barricaded suicidal individual near the school, two blocks away. There's a strong police presence, unconfirmed reports of gunshots, and the subdivision entrance is blocked. Given the neighborhood setting, students walk to school, and parents arrive 15-20 minutes before dismissal.

1. *What steps are you implementing?*

# Safety Tabletop Scenario

- Alert school administration
- Incident Command Structure (ICS)
- Personnel check
- Notify contractors on site
- Communication protocols with facilities staff
- Trained Roles and Responsibilities – Safety Drills
- Secure areas
- Assist first responders
- Bus routes
- School Communications



# Incident Debriefs

- Assess effectiveness
- Learn and improve
- Evaluate Decision-Making
- Support Emotional Well-being
- Prepare for Future Incidents
- Build Confidence
- Enhance Communication & Strengthen Relationships
- Keep it simple



LAKE ZURICH COMMUNITY UNIT  
School District 95

**Date:**

**Time:**

**Participants:**

**Describe the Incident:**

**Police Debrief:**

**Fire Debrief:**


**Key Strengths:**

**Areas for improvement:**

**Action Items:**

# “What if Wednesdays”

- Inspired by Vermont School Safety Center's monthly releases.
- Transformed into weekly “What If Wednesdays” scenarios via Google Form.
- The goal is to encourage critical thinking on safety scenarios.



"What if Wednesday"

Suspicious Person Outside of the School

dstevens@lz95.net [Switch account](#)

Not shared

\* Indicates required question

What if it's about 10 minutes before the end of the school day and you see a person looking in the window of an exterior door and trying to enter (jiggling the door handle). What would you do? 0 points

Nothing, it is probably a parent at the wrong door.

This is a busy time, wait until after dismissal to email the principal.

Report it right away to a building administrator or supervisor for follow-up.

# “What if Wednesdays”

- Let's try one! Scan the QR code, select an answer, then click 'View Score' for feedback.
- Collected data supports safety reminders at staff meetings and identifies training needs.
- Staff engagement has been exceptional, with team members actively contributing scenarios, reinforcing the message of collective safety responsibility.





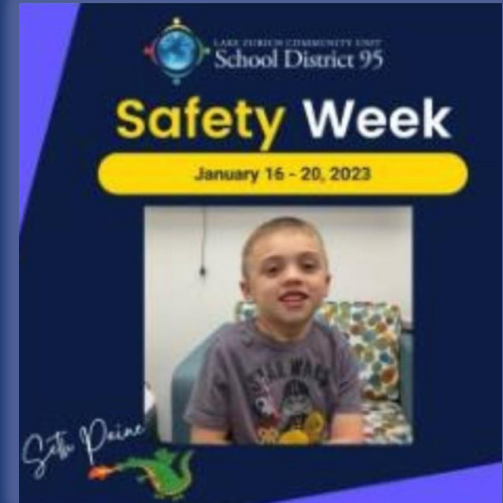
# Collaboration Meetings & Partnerships

- School Safety Teams
  - *Great time to review facilities projects and safety tasks.*
- Threat Assessment Teams
- Annual Review School Safety Meeting
- District Safety Committee
- Inter-agency Collaboration Meetings
- Partnership with Substance Counselor & Community Partners



# Parent Safety Education

- Parent Safety Roundtables
- Safety Forums
- Newsletters
- Curriculum nights
- Social Media Campaigns – Safety Week
- Incorporate in all SRP activation communications

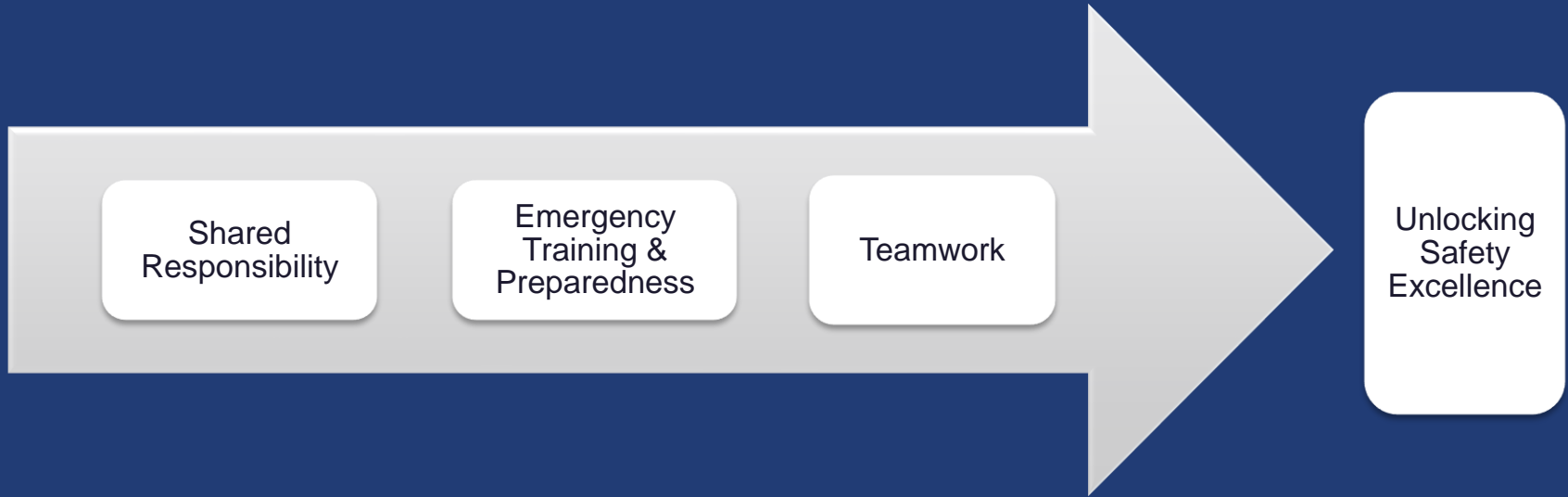


# Student Safety Engagement

- Admin explain the rationale behind safety measures.
- Students are encouraged to ask questions and seek clarity.
- Promote the message that safety is everyone's responsibility.
- Student advisors actively participate in the High School Safety Team.
- Acknowledge the significance of student voice in shaping safety practices.
- Classroom visits – relationship building.



# Unlocking Safety Excellence



# Favorite Free Resources

Campus Safety

[www.campussafetymagazine.com](http://www.campussafetymagazine.com)

FEMA

[www.fema.gov](http://www.fema.gov)

Idaho School Safety & Security

[www.schoolsafety.idaho.gov](http://www.schoolsafety.idaho.gov)

IL School & Campus Safety Resource Center

[www.ilschoolsafety.org](http://www.ilschoolsafety.org)

I Love U Guys Foundation

[www.iloveuguy.org](http://www.iloveuguy.org)

Kentucky Center for School Safety

[www.kycss.org](http://www.kycss.org)

National Association of School Psychologists

[www.nasponline.org](http://www.nasponline.org)

NCS4

[www.ncs4.usm.edu](http://www.ncs4.usm.edu)

Safe2Help Illinois

[www.safe2helpil.com](http://www.safe2helpil.com)

Vermont School Safety Center

[www.schoolsafety.Vermont.gov](http://www.schoolsafety.Vermont.gov)

# Reflection

## From a facilities perspective...

**Shared Responsibility:** How can we encourage a greater sense of shared responsibility for safety within our school community?

**Emergency Training & Preparedness:** What steps can we take to strengthen ongoing emergency training and preparedness initiatives, so they are not only effective but also engaging for staff, students, and parents?

**Teamwork:** To enhance our school's safety program, how can we improve collaboration across departments, or with first responders and community stakeholders. What specific actions should we take?



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QUESTIONS?

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THANK YOU!

# References:

- Idaho School Safety & Security, 10-minute Tabletop Scenarios. 2023. Retrieved from: <https://schoolsafety.idaho.gov/ten-minute-tabletop/>
- I Love U Guys Foundation, Standard Response Protocol. 2023. Retrieved from: <https://iloveuguy.org/The-Standard-Response-Protocol.html>
- Kentucky Center for School Safety, Calming Strategy Links and Ideas for All Classes. 2023. Retrieved from: <https://kycss.org/ns/wp-content/uploads/2022/03/EMP-KCSS-Lockdown-Workbook-Appendix-H-Calming-Strategies.pdf>
- Vermont School Safety Center, What if Wednesday. 2023. Retrieved from: <https://schoolsafety.vermont.gov/exercises/what-if-wednesday>