Objectives

- Building Entry – Visitor Procedures
- Safety Committees
- Response Protocols – Posters
- Individual Building Plans – each building has their own specific plan.
- Reunification Procedures
- Drills
Building Entry / Visitor Procedures

- **Raptor System – ALL BUILDINGS**
  - Tracking of all visitors
  - State issued ID required
  - ID is scanned & run through national sex offender database. If name does not appear, a paper badge will be issued.
  - If name DOES appear – Director of Student Services, Dr. Cheryl Horsey will make the decision on admittance.
School Safety Committees

- Meets monthly to discuss building specific safety matters – each building is doing so regularly.
- Designates a representative to serve on the District Wide Safety Team.
- School representative serves as the liaison between district and teachers / staff.
- Safety Committee organizes and conducts regular school safety drills and updates building emergency plan, as needed.
CHELTENHAM SCHOOL DISTRICT
IN CASE OF EMERGENCY

INTRUDER
* RUN: Escape if a safe route is available.
* HIDE: If not safe to move, hide and block door.
* FIGHT (FOR LIFE): If in danger, try to disrupt intruder.
  * Call 911 as soon as possible.
  * Stay quiet until help arrives.
  * Obey direction from Police.

EVACUATION
* Leave using the nearest exit.
* Teachers take class lists.
* Move calmly but quickly.
  * Follow instructions from staff or emergency personnel.
  * Once outside go to rally point.
  * Teachers take attendance once outside.
  * Do not re-enter until All Clear signal is given.

LOCKOUT
* Lock doors.
* Outside activities return to building.
  * Do not enter or leave building.
  * Inside school operations may continue as scheduled.
  * If high risk activity moves to school grounds, next step will be LOCKDOWN.

LOCKDOWN
* Seek immediate shelter.
* Shut and lock classroom and office doors.
  * Block doors, if possible.
  * Move away from windows and doors.
  * Turn off lights and audio-visual equipment.
  * Remain quiet and calm.
  * Remain sheltered until All Clear signal is given.

FIRE
* Pull fire alarm, exit and call 911.
* Teachers take class lists.
* Gather at rally point.
  * Stay with teacher until told otherwise.
  * Teachers take attendance once outside.
  * Re-enter only when All Clear signal is given.

MEDICAL EMERGENCIES
* Call School Nurse.
  * Call ______ and call 911, if appropriate.
  * If trained, administer proper medical attention until ambulance arrives.
  * Direct emergency personnel to injured person.

UTILITY FAILURE
* Remain calm.
  * Call _____ to notify about outage.
* Turn off all electronic equipment.
* Move cautiously to a well lit area, if told.
* Use flashlights or cell phones to light way.

SEVERE WEATHER
* Seek shelter.
  * Shut and stay away from all windows and doors.
  * Kneel against wall and cover head.
  * Stay indoors until storm is over.
  * Avoid downed trees or wires.
  * Call _____ or 911, if someone is hurt.

HAZARDOUS MATERIAL SPILL
* If injured or contaminated follow personal decontamination procedures (i.e., eyewash, safety shower, etc.).
  * Avoid breathing the spilled material.
  * Turn off all ignition sources.
  * Evacuate room and close door.
  * Alert others to stay clear of area.
  * Call _____ or 911.
CHELTENHAM SCHOOL DISTRICT
EMERGENCY INSTRUCTIONS

Listen to your teacher

Remain quiet and calm

Follow your teacher

Stay with your teacher at all times

Developed by the Cheltenham School District Safety Committee and Cheltenham Township First Responders working together for safer schools. 2014
Emergency Procedures

- CLASS Button
- Shelter-in-place
- Evacuation Fire
- Lockout
- Lockdown
- Armed Intruder (Run, Hide, Fight)
Shelter-in-Place

- Immediately seek shelter in a safe location within the building. This course of action may need to be taken during a severe thunderstorm, high winds, tornado or other severe weather.

- If you are sheltering due to a hazardous material (HAZMAT) accidental release of toxic chemicals, the air quality may be threatened and sheltering in place keeps you inside an area offering more protection.
Evacuation – Fire

- Evacuate the building following the established building evacuation procedures. School Safety Team assists with the evacuation.
- Follow normal fire drill routine.
- Follow alternate route if normal route is dangerous.
- Evacuate to Rally Points – Fire drill points
- If your Rally Point is unsafe, move to secondary location.
Rally Points

- Each building has 3-4 evacuation rally points.
- Relocation Area 1 – Close by
- Relocation Area 2 – Offsite
Lockout

- Approximate school staff ensures exterior of the building is locked and secure, and all outside activities are safely returned into the building.
- Building occupants are informed of the situation to raise alertness and situational awareness.
- Ingress and egress of the school building becomes highly restricted.
- Interior school functions and operations **may continue as scheduled.**
- **If high risk activity moves onto the school campus, the next step is LOCKDOWN.**
Lockdown

- Violence or potential violence is now on the school campus.
- Students, teachers, staff and visitors restrict movements within classrooms, offices and workspaces, turn off lights and shut/lock door.
- Prepare to make the next action decision based on the information as the situation evolves – Armed Intruder (RUN, HIDE, FIGHT)
Armed Intruder

- **Using situational awareness**, you must decide if your best option for survival is to: RUN, HIDE or FIGHT.

- **ALERT & INFORM**: Alert the entire school using the PA system or alternative method. **USE PLAIN LANGUAGE !!!** Do so as quickly as possible. The more information the better. Describe what is happening and where.

- **RUN**: Remove yourself from the danger zone as quickly as possible. Get to emergency assembly or relocation area.

- **HIDE if you are unable to safely evacuate**: If you are unable to evacuate, immediately seek refuge and LOCKDOWN. Ensure all students that are in the hallways are taken to a secure classroom.

- **FIGHT should you be confronted by the armed intruder**: Counter-This is the use of proactive techniques should you be confronted by the armed intruder. You can attempt to disrupt or incapacitate the intruder.

*Run, Hide, Fight*
Reunification

- Parents will be notified of reunification location.
- Fall 2017, Reunification plan was activated in response to police activity. Lynnewood Gardens community center was used as the reunification point.
- Coordinated dismissal - Must keep track of all students
Drills & Exercises

- 2008 - Cedarbrook – Full-scale Active Shooter Drill with teachers and students
- 2014 - Training for all staff and teachers
- 2015 - Teacher Professional Development Day – active shooter training
- 2015 - Elkins Park – Explosion, Evacuation and Reunification Drill with teachers & students
- 2017 - New teacher induction
- 2018 – Ongoing Lockdown/Evacuation (Armed Intruder Drill)
Drills & Exercises

- C.L.A.S.P. – Yearly training with staff
- Several Professional Development days as well as various faculty meetings throughout the year.
- Schools are required to have:
  - Fire Drills (monthly)
  - Bus Evacuation Drills (twice a year)
  - Shelter in Place
  - Lockout (twice a year, fall & spring)
  - Lockdown (twice a year, fall & spring)
- Training & Off-Site evacuation walk with teachers - faculty meeting times
Drills & Exercises

- Schools will continue to have:
  - Fire Drills (monthly)
  - Shelter in Place
  - Lockout
  - Lockdown

- Armed Intruder Drills at all schools will be completed by April 30, 2018
  - Age appropriate Drills for each grade level (stranger vs intruder)
  - Safety & Security Manager will coordinate with Cheltenham EMA
  - Dates will be communicated to the parents

- In-service training for School District employees.
  - Combination of presentations and drills – Spring 2018 & Fall 2018
Planned Improvements

- Elkins Park – Camera installation
- Elkins Park – re-key exterior doors
- Upgraded camera system at Myers
- Additional front desk monitoring of camera systems
  - Currently in Principal’s office
Completed Improvements

- All Schools
  - Signs installed at doors (CLASS System & Welcome Visitors with building entry procedures)

- Cheltenham High School
  - Windows secured gym (girls locker room side)

- Elkins Park
  - All 80 exterior doors re-keyed
  - 90 access cards made and doors reprogrammed
  - Front door repaired
  - Security Officer at front door

- Cedarbrook East
  - Classroom and office locks installed.
Improvements In Progress

- Elkins Park – Exterior camera installation
- CBK West – Exterior camera installation
- Myers – All cameras programmed to operate on one system and can be viewed from the District Offices
- District safety website in development
Raptor Upgrades

- Every school has a new computer for the Raptor System.
- Non-custodial parent or family members
  - In addition to existing paper system
- Parents or other family members with restraining orders - Banning contact with a student
- Parents with limited visitation rights
- Expelled Students
- Persons who have threatened students and staff
Next Steps

- Continue Staff & Student Trainings
- Continue Training with Safety & Security Officers
- Continue to Conduct Needs Assessments
- School Safety Presentations at PTO / PTA Meetings
- District Threat Assessment Team
Situational Awareness

- The safety and security of Cheltenham School District starts with employees and students.
- We are the first line of defense
- See Something, Say Something
- You will be recognized and commended for doing the right thing.
Contact Information

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