

CHAPTER 3.00 - SCHOOL ADMINISTRATION

DOMESTIC SECURITY

3.39+

- (1) The Superintendent shall establish a District domestic security plan that is consistent with the requirements of National Incident Management System (NIMS). The District plan shall include a plan for each school and facility operated by the School Board. The Superintendent shall ensure that the plan is consistent with NIMS requirements.
 - A. Incorporating NIMS protocols and Incident Command System (ICS) procedures into the emergency plans;
 - B. Ensuring that emergency plans are consistent with NIMS terminology and applicable state and county emergency management protocols;
 - C. Coordinating the initial plan and plan modifications with appropriate county emergency management officials;
 - D. Assigning appropriate staff as members of the District incident command element;
 - E. Ensuring that staff receive appropriate initial training and follow up training.
- (2) The domestic security plan shall include the following components:
 - (a) Access Control

The District shall control access to and enhance the security of school campuses, District facilities, and transportation by implementing access control procedures and practices including, but not limited to,

 1. Establishing single points of entry;
 2. Integrating fencing in to the design of school campuses;
 3. Providing uniformed school resource officers (SROs) and/or security officers;
 4. Establishing visitor control;
 5. Establishing policies and procedures for the prevention of violence on school grounds; including assessment of and intervention with

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individuals whose behavior poses a threat to the safety of the school community

6. Adhering to background screening procedures for staff, volunteers and mentors;
7. Controlling bus embarkation and debarkation; and
8. Establishing safe mail handling procedures.

(b) Emergency Equipment

The District shall ensure that emergency equipment and supplies are available and operable and that communication between school/District personnel and first responders is readily available.

1. Primary and back up communication systems shall be maintained and routinely tested to ensure functionality and coverage capacity and determine if adequate signal strength is available in all areas of the school's campus;
2. Personal protective equipment shall be available to school personnel;
3. Emergency equipment shall be monitored and/or tested to ensure operability;
4. Supplies shall be monitored to ensure current shelf life;
5. Emergency supplies and equipment shall be appropriate for specific school campuses or facilities.

(c) Training

Initial and follow up training shall be provided for school/District personnel, students, and state and local partners. New employees shall receive training relevant to the position. Training will be assigned by site supervisor. When an employee is reclassified to a different position; his/her training record shall be reviewed and appropriate training shall be provided. Training shall include, but not be limited to,

1. Conducting table-top exercises for school/District administrators;

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2. Conducting training at schools specific to the age of students, number of students and the school needs.
3. Conducting security drills;
4. Training personnel to recognize hazards and to respond appropriately;
5. Providing security training to bus drivers, bus assistants, and school personnel; and
6. Providing safe mail handling training for appropriate personnel.

(d) Communication and Notification Procedures

The District shall ensure that external and internal communication and notification procedures are developed and implemented. Communication and notification procedures shall include, but not be limited to,

1. Establishing communication procedures to notify parents of possible or actual emergency;
2. Informing parents and students of the plan and the notification procedures;
3. Reviewing school and District websites to ensure that sensitive information is not included with general public information; and
4. Establishing procedures to communicate with the media during an emergency.

(e) Coordination with Partners

The District shall ensure coordination with state and local partners by

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1. Establishing and maintaining a close working relationship with local law enforcement agencies, first responders and the county emergency operations center;
2. Notifying state and local partners of changes in the District plan; and
3. Participating on the Regional Domestic Security Task Force (RDSTF).

(f) Vulnerability Assessment

The District shall assess vulnerability and establish standards by

1. Working with RDSTF for vulnerability assessment tools and standards;
2. Tailoring assessment to each school or facility;
3. Assisting school and District staff to assess vulnerability;
4. Establishing core recommendations for critical areas; and
5. Establishing standards based on best practices.

(3) The District plan including all school and facility plans shall be reviewed annually or more frequently if needed. Modifications shall be made and communicated to relevant school/district personnel and emergency management officials. Conditions which may warrant interim review and possible modification of the plan include addition to or renovation of a facility, change in the use of a facility, change of grades served by a school, new programs added to the school and change in security threat level.

(4) The Superintendent shall request documentation of compliance with the National Incident Management System (NIMS) standards from the county emergency management agency and shall obtain certification of compliance from the Commissioner of Education.

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