

Superintendent's Report: Safety

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Comprehensive Emergency Management Planning
Partnerships
Facility Safety Updates



Comprehensive Emergency Management Planning

- District Safety Committee

- ▣ Members/Role

- School administrators, parents, safety experts, law enforcement, and first responders from all of the jurisdictions Lake Washington School District covers.
 - Parents are represented on this group by two members of the PTSA Emergency Preparedness Committee. These individuals bring a parent point of view to the committee's work, along with the support of the PTSA.
 - This group meets monthly during the school year and subcommittees may meet additionally. This group advises the district on safety issues and provides recommendations for changes.

Comprehensive Emergency Management Planning

District Safety Committee members:

Nell Ballard-Jones, Emerson	Barbara Jensen, Evergreen Health	Hardesty Brandon, City of Kirkland
Rick Burden, LWLC Director School Support	Charlie Gorman, City of Redmond	Michael Clark, LWSD
Corey Marcotte, King County	Dave Walker, City of Kirkland	Julie Dixon, LWSD
Erin Tramontozzi, City of Kirkland	Matt Gillingham, LWSD	Karen Hay, WANIC
Janice Crotty, LWSD	John Haslip, City of Kirkland	Joe Joss, LWSD
Kathryn Reith, LWSD	Ken Williams, King County	Kevin Taptur, City of Redmond
Kim Corbray, City of Redmond	Jon Kollman, LWSD	Kyle Olsen, City of Redmond
Lance Larson, Evergreen Health	Lars Posthumus, LWSD	Lisa Brouelette, City of Kirkland
M. Frances Carlson, King County	Nick Gabriel, MulvannyG2	Shannon Parthemer, LWSD
Patty Neorr, City of Redmond	Heidi Paul, LWSD	Darin Price, LWSD
Jim Price, LWSD	Katy Rudolph, LWSD	Sandy Dennehy, LWSD
Scott Emry, LWSD	Tim Hupperten, LWSD	Tyler Davidson, City of Kirkland
Jill Vanderveer, LWSD	Jamie Warner, LWSD	

Comprehensive Emergency Management Planning

- *All Hazard Tool Kit* changed to **Comprehensive Emergency Management Plan**
- ▣ Building Administrator Annual Checklist for Emergency Planning
 - 21 actionable steps with resources to support each step
 - Covers areas such as:
 - Communications, Incident Command, supplies, evacuations, utility shut-off, use of Rapid Responder system, Drills

Building Administrator Annual Checklist for Emergency Planning

SCHOOL INFORMATION		DATE DUE	DATE COMPLETED
NAME:			
SCHOOL:			
ITEM #	DESCRIPTION	DATE DUE	DATE COMPLETED
BEGINNING OF YEAR			
1	Confirm base station and hand held radios are operational	10-Sep	
2	Confirm intercom system is operational	10-Sep	
3	Update ICS chart	15-Oct	
4	Create buddy teacher system	15-Oct	
5	Contact PTSA Emergency Preparedness Coordinator to ensure emergency supplies are inventoried and current	1-Nov	
6	Ensure accurate evacuation maps are posted in classrooms and throughout school	10-Sep	
7	Update staff phone tree as communication back up	10-Sep	
8	Update staff phone tree as communication back up	15-Oct	
9	Ensure appropriate staff are training in utility shut-off	15-Oct	
10	Conduct Staff Survey	15-Oct	
11	Update fire extinguisher and AED location map	10-Sep	
12	Update Rapid Responder System	15-Oct	
13	Conduct Building Security Self-Audit	15-Oct	
14	Review current Emergency Drill Schedule	15-Oct	
15	Update Emergency Staff Release Form	15-Oct	
16	Ensure staff are trained in emergency plans and ALICE principles	15-Oct	
17	Update Class lists for emergency attendance procedures	15-Oct	
18	Provide emergency plans for any staff of student with special needs or accommodations	15-Oct	
19	Confirm that at least two staff members have been trained in the use of SchoolMessenger and that the appropriate notification lists have been created	15-Oct	
END OF YEAR			
19	Ensure PTSA Emergency Preparedness Coordinator is selected for next year	1-Jun	
20	Inventory classroom emergency backpacks/buckets to see if additional supplies need to be ordered	15-May	
21	Ensure all drills have been entered into Rapid Responder accurately	1-Jun	

Comprehensive Emergency Management Planning

- Updated Comprehensive Emergency Management Plan
 - ▣ Building Safety/Security Self-Audit
 - Covers building exterior, interior and safety procedures
 - Provides opportunity to identify work requests to address safety issues
 - Local law enforcement agency support

Checklist Item #12

Lake Washington School District
Building Safety/Security Self-Audit

Directions: This self-audit form must be completed annually and returned to the Risk Management office no later than October 15. For those line items that require documentation, please attach copies when submitting to Risk Management. You are encouraged to reach out to your local law enforcement agency when performing this audit. If you find that work needs completed, please generate a work request and note the number assigned in the appropriate box. A copy of this audit form should also be given to your school Safety Committee. If you need assistance, please contact Risk Management at (425) 936-1113.

School: _____

Date Completed: _____

	YES	NO	WORK REQUEST NO.	COMMENTS
BUILDING EXTERIOR				
Perimeter fencing is in good repair with no holes or gaps.				
Fence/gates are in good repair and capable of being locked.				
There is a clear definition of borders (i.e. people know they have entered a school campus).				
Signs are visible from the outside to direct all visitors to register at the front office.				
There is one clearly marked designated entrance for visitors.				
All exterior doors are kept locked, except during regular use.				
Signs posted on the outside of the building regarding the prohibition of tobacco, drugs, and weapons.				
An after dark campus walk around been conducted to detect potential problem areas. Any concerns are noted in the Comments section of this form.				
All exterior windows are in good repair and can be locked/secured.				

Comprehensive Emergency Management Planning

- Updated Comprehensive Emergency Management Plan
 - ▣ 2016-17 Drill Schedule
 - 10 monthly drills to be completed by all schools
 - District-wide drill Emergency Communications Drill as part of Great Washington Shake Out

LAKE WASHINGTON SCHOOL DISTRICT
2016-17 Emergency Drill Schedule

Month	Type of Drill	Date	Time	Specific Instructions
September	Fire Drill			Fire Code requires that this take place within the first 10 days of school.
October	District-Wide Earthquake Drill - Great WA Shake Out, Emergency Radio Test	10/20/2016	10:20am	District Emergency Operations Center (EOC) will be in place and will run emergency radio test.
November	Fire Drill			
December	Table Top Exercise - ALICE			Use district provided scenario and Rapid Responder
January	Modified Lockdown Drill (lockout)			Use Intercom system to announce drill.
February	Shelter-In-Place Drill			Use Rapid Responder to locate emergency shut-offs.
March	Listening Drill (Elementary), Fire Drill (Secondary)			Use intercom system to announce drill.
April	Full Lockdown Drill (ALICE)			Utilize ALICE principles
May	Fire Drill			
June	Fire Drill			

Comprehensive Emergency Management Planning

- Updated Comprehensive Emergency Management Plan
 - ▣ Building Administrator Training



Lake Washington School District added 4 new photos.

August 24 at 4:50pm · 🌐

School administrators reviewed safety policies and procedures this month in preparation for [#BackToSchool](#). Risk and Safety Manager Scott Emry presented an updated planning checklist as well as the ALICE (Alert, Lockdown, Inform, Counter, Evacuate) Framework. Emry said, "Best-case scenario is we never need to use this information, but we have to be prepared." Participants compared notes on what they have learned during the drills and talked about ways to keep students safe. The district regularly partners with local police and fire departments on planning, training sessions and safety drills.



Partnerships

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- PTSA Emergency Preparedness Committee
 - ▣ Serve on District Safety Committee
 - ▣ Provide support at school level for safety emergency supplies and preparation
 - ▣ Support families in emergency planning, training and communications



Partnerships

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- Local jurisdictions:
 - ▣ Including police, fire, and traffic departments
 - Serve on District Safety Committee
 - Provide site level support and expertise including building safety audits
 - Provide expertise for traffic and developing suggested walk/bike route plans
 - School Resource Officers



School Resource Officers (SRO)

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- Partnership with local law enforcement agencies that provide uniformed police officers to schools:
 - ▣ City of Kirkland
 - Lake Washington High
 - Juanita High
 - ▣ City of Redmond
 - Redmond High
 - Redmond Middle
 - Rose Hill Middle
 - ▣ City of Sammamish
 - Eastlake High
 - ▣ King County
 - Part time officer at Evergreen and Tesla STEM



Strategic Facility Safety Updates

□ 2014-18 Capital Projects Levy

Project	Outcome	Status
Classroom locks	Allow classrooms to be locked from inside in event of lockdown or when needed in other emergency	Project complete (1,176 locks installed)



Strategic Facility Safety Updates

□ 2014-18 Capital Projects Levy

Project	Outcome	Status
Interior classroom window	Provide interior classroom window coverings which can be pulled in the event of a lockdown or when needed in other emergencies	Project to be completed October 2016



Strategic Facility Safety Updates

□ 2014-18 Capital Projects Levy

Project	Outcome	Status
Building access controls	Limit and control the access points and number of entrances to school buildings	2 pilot projects installed in summer 2016 All schools will have new access controls by the start of the 2017-18 school year



Traffic Flow Improvements

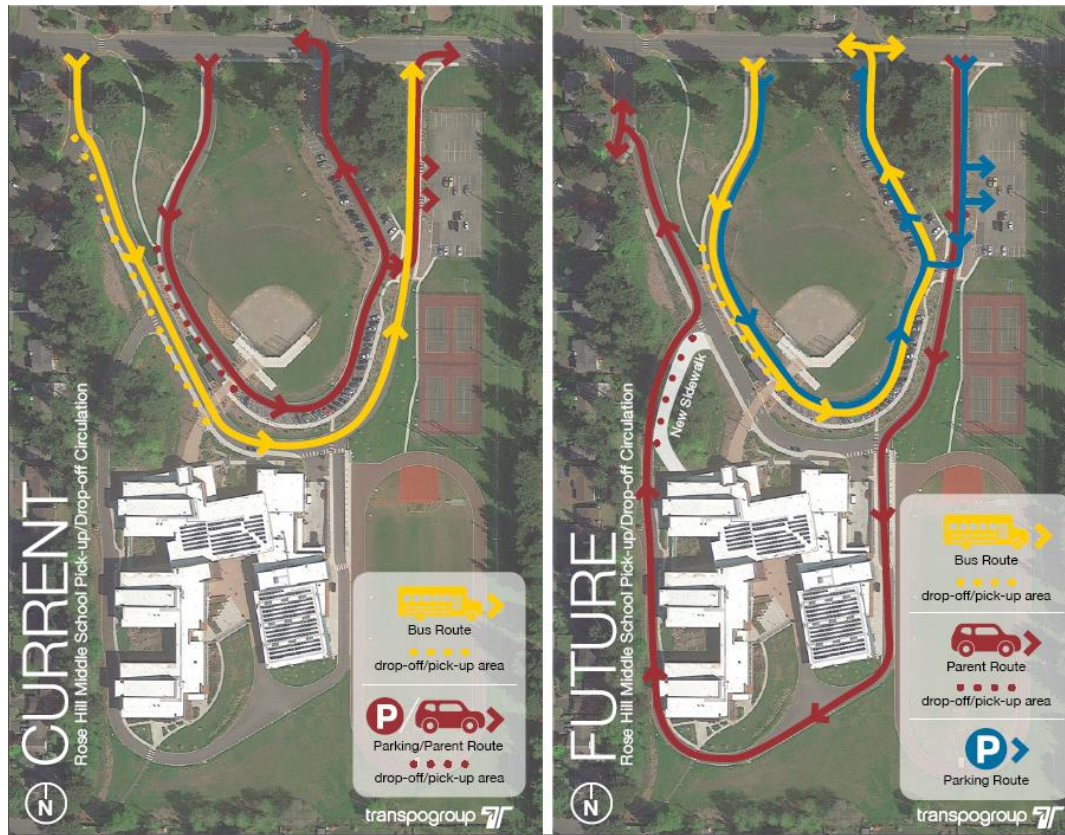
- ▣ Updated traffic flow to improve safety and reduce drop off and pick up congestions
- ▣ Schools:
 - Rockwell Elementary School
 - Rose Hill Middle School
 - Evergreen/Dickinson Middle School

Traffic Changes: Rockwell

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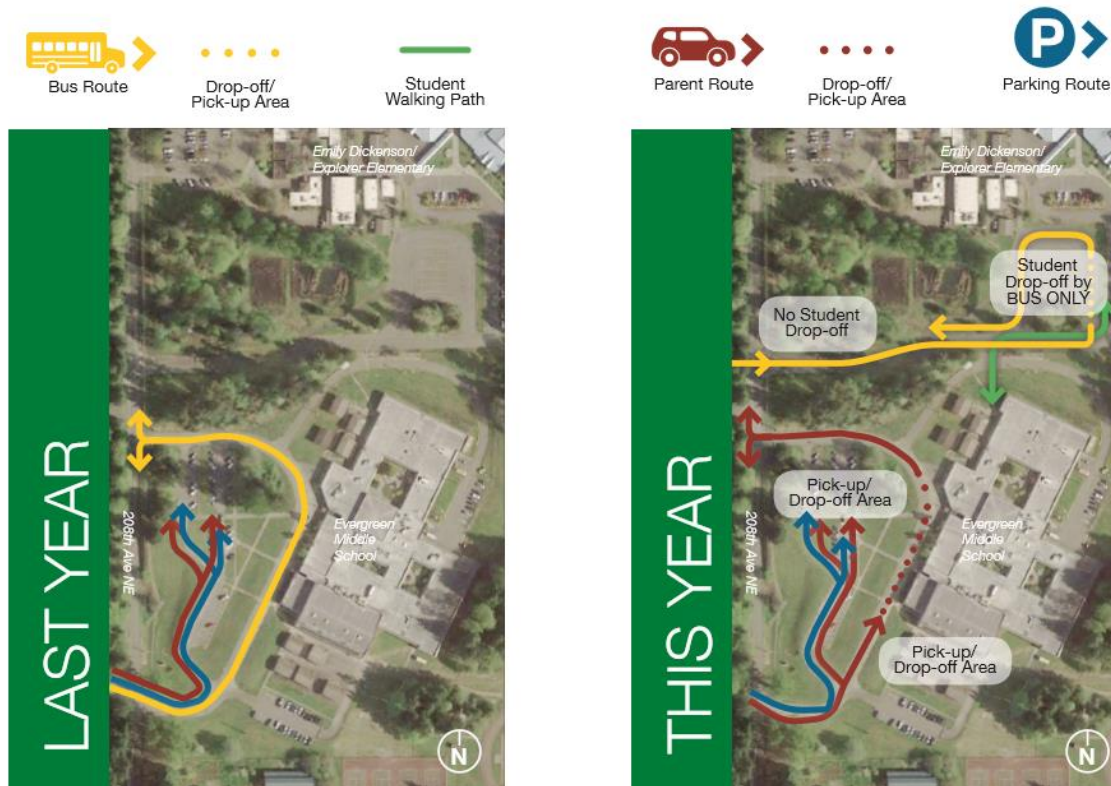
- ❑ Expanded student drop off queuing
- ❑ Fencing installed to channel students safely to bus loop crosswalk
- ❑ Restriped lanes to provide better direction for drivers
- ❑ Installed directional signage

Traffic Changes: Rose Hill MS



- Fire lane repurposed to create additional queueing length
- New concrete walk for additional drop-off space
- New signage and striping to reinforce new traffic routes

Traffic Changes: Evergreen MS



- Bus pick up/drop off location moved from Evergreen to Dickinson
- Increased traffic flow for Evergreen passenger vehicle
- New signage and striping at to reinforce new traffic routes

Traffic Changes: Evergreen MS



- New stairs/ramp between schools to provide pedestrian route to allow student access to buses