

363 Agenda

9/1/2021

Anticipated Attendance:

Superintendent of Schools, Frank Hackett,

Chief of Police, Dan O'Connell,

Chief of Fire, Rick Tustin

Kristen Woollam, Katie Malone, Jason Levene, Sgt. Mike DeRosa, SRO Mike

Chiuccariello, Lt. Tim Coss

Multi-Hazards Plan

Multi Hazard Law: Commonwealth of Massachusetts Section 363 of Chapter 159 of the Acts of 2000, as enacted by the State Legislature

Notwithstanding any general or special law to the contrary, the superintendent of each school district shall, prior to the beginning of the school year, meet with the fire chief and police chief of the city, town or district to formulate a school specific "Multi hazard evacuation plan" for each school under the superintendent's supervision. Said multi hazard evacuation plan shall encompass, but not be limited to, evacuations for fires, hurricanes and other hazardous storms or disasters in which serious bodily injury might occur, shootings and other terrorist activities, and bomb threats. Said plan shall be designed for each school building after a review of each building. Said plan shall include, but not be limited to:

- 1. establishment of a crisis response team;*
- 2. a designation as to who is in charge of said team and designated substitutes;*
- 3. a communication plan;*
- 4. crisis procedures for safe entrance to and exit from the school by students, parents and employees; and*
- 5. policies for enforcing school discipline and maintaining a safe and orderly environment during the crisis*

Each district, with the assistance of the local police and fire departments, shall annually review and update as appropriate said plan. At the beginning of each school year, students at each school shall be instructed as to the plan that is developed.

Major Policies and Procedures:

- Shared District IMT Folder
- Refresher Slide Set
- Contents of Yellow Folder

- School Safety Protocols
- School Social Story
- 2021 Handbook Document- Looking for Approval before sending it to Principals
- District Rally Points
- Drilling Scripts/Language

Points for conversation:

- Brief background of IMT in Winchester
 - Police, Fire, & Schools team
 - New MOAs signed with each new heads of dept (school, police, fire)
 - Mike will get from Barbara - 2 docs - update with new signatures and dates (agreement to cooperatively work together)
 - MOA/MOU to be updated between Police and Schools (updated one available from District Attorney's office)
 - <https://www.mass.gov/news/state-agencies-release-model-memorandum-of-understanding-for-massachusetts-school-resource>
 - NEMLEC STARS Northeast ... Schools Threat Assessment...
 - Jason & Kristen are members of the STARS team (each leading subgroups)
 - Trained in how to support school district in times of threat, loss, etc.
 - Representative of 75-80 towns
 - MOA w/NEMLEC: each town involved provides a percentage of staffing in membership - built on the basis of mutual aid to participating communities
 - www.starstoolkit.org
 - District IMT & School Based Teams
 - Monthly meetings
 - Multi-disciplinarian (often school psychologists, nurse, custodians, administrative assistants)
- Covid-19 Related
 - Support schools in implementing Covid-19 safety and security protocols
- Student Handbook
 - Updated to include 6 emergencies/drills
 - Parent guardian letter - reiterates these points. Have sent in previous years - should we send out to principals this year?
- Professional Development
 - New Teacher Orientation: 30 minute video, check ins with district reps
 - IMT Review of safety protocols, procedures, and scenario training
 - Voluntary trainings on active response strategies

- PD has been provided to Specific groups: administrative assistants, custodians
 - Fire dept does training on panic buttons, etc.
- Site Assessments Summer 2021
 - Panic buttons, etc.
 - Working on the site assessment for Pre-K
 - Set up meeting for late September with Facilities, Operations to look at plans/proposals
 - How to go about getting items for schools to maintain safety protocols (megaphones, etc.)
 - Katie reach out to JD about budget line (and Raptor)
 - Fire: completed all school inspections; all principals have been given copy of inspection reports; letter being written for immediate attention items
- Raptor Follow Up
 - We had been exploring and plan was to move ahead in this school year
 - How shall we proceed?
 - Katie/Kristen will look at other vendors; connect with principals about experiences; gather information on need
 - Bring all information together & revisit budget
 - What does it review - warrants, criminal backgrounds?
 - Has there been an issue with that/visitor management?
- A.C.T.
 - Assess-Communicate-Take Action (Adopted by Winchester Public Schools in 2019)
 - Used as our protocol during any unexpected event
- Our recommendations for this year:
 - School Messenger usages
 - <https://www.parentsquare.com/> - comprehensive communication; user friendly; app for parents
 - Andrew & Frank are looking into this
 - A security system on the desktop/laptop/classroom device
 - 2 more radios for each school/building: put together a proposal with cost
- Considerations/issues you would like IMT to address as a district for this school year?
 - Working with PreK staff to establish the protocols/procedures for Parkhurst
 - Sgt DeRosa will connect with Safety Officer Batchelor
 - Open Campus - being able to know where students are; who is in the building;

- Trainings:
 - When was the last time any formal training has happened?
 - Katie & Kristen will plan a PD
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363 Agenda

8/2/2022

Anticipated Attendance:

Superintendent of Schools, Frank Hackett,

Chief of Police, Dan O'Connell,

Chief of Fire, Rick Tustin,

Kristen Woollam, Katie Malone, Sgt. Mike DeRosa, SRO Mike Chiuccariello, Andrew Marron

Not Present: Jason Levene, Lt. Tim Coss

Major Policies and Procedures:

- [Shared District IMT Folder](#)
- [Refresher Slide Set](#)
- [Contents of Yellow Folder](#)
- [School Safety Protocols](#)
- [School Social Story](#)
- [2021 Handbook Document](#)
- [District Rally Points](#)
- [Drilling Scripts/Language](#)
- [Multi-Hazard Evacuation Plan '22](#)

Professional Development Training:

What can we train staff on?

What can we train students on?

Time allocated?




- What would training look like if it were to be at faculty meetings? It would be developmentally appropriate - each level may look a little different. Doing trainings with faculty; then making determinations about what would be appropriate for students. Putting together a notice for families about what the training would look like and communicating what the district is doing. Reassuring families that it's not new.
- District IMT has received feedback from staff that they would appreciate having time to practice IMT procedures (i.e. A.C.T., walking to rally points, visiting relocation sites). Previously this was done during faculty meetings and at new teacher orientation - no longer.
- Do administrators go over these procedures with staff? Roughly 5-10 minutes at some faculty meetings.
- Should we have a **Google Form** that staff have to respond to after reviewing the docs at the beginning of the year? (Where are your rally points? What's the definition for Shelter-in-Place?) This will be a data point about whether
- Would expect teachers to want to know the minimum to keep kids safe.
- Should we have a more organized drilling schedule? I.e. Shelter-in-place, etc.

- Elementary schools typically do walks to the rally points, but that is inconsistent across the building.
- Rick reminds us that drilling highlights some of the problems we may encounter in dynamic situations. With new faculty & turnover, we need to carve out time to do this.
- At WHS, some staff are not familiar with the building layout.
- WFD could change up the fire drills - block a pathway
- Possibly extend an evacuation for students to go to rally points
- Encourage teachers to look around their rooms to be aware of evacuation, barricade possibilities
- Supporting awareness of how to respond, but may not be building muscle memory
- Suggest the teachers watch the FBI's Run-Hide-Fight video - reminding people that these are life skills; additional training

Grants and Funding

- Looking at ARPA funds
- We will prioritize our needs and determine if there will be a lump project or a 3-5 year plan.
- Andrew is doing some preliminary research on adding safety measures (cameras, etc.)
- Capital Planning committee will be going to select board to ask for security priority

Review of 2022 SRO Memorandum of Understanding between Winchester PD and Winchester Public Schools

-  2022 School Resource Officer Memorandum of Understanding (Draft/Review only)
-  WPD School Resource Officer S.O.P 2022 Draft (Draft/Review Only)
-  STARS MEMORANDUM OF AGREEMENT 2021 (Draft/Review Only; PDF on file)
- Language added to address the possibility of not having an SRO on-site at times; new law lays out who can be SRO and what the training expectations for those people may be
- New language addressing the changes in Juvenile Law Reform and Police Reform Act
- Are doors an SRO issue? Observe & report; supporting the administration in responding (not involved in the disciplinary process).
- Lots of new officers in the WPD - orienting them to WHS this summer to familiarize with building/plan

Safe School Site Assessment 2022

- Do we have panic buttons at all schools?
- Do we have cameras at all schools?
- There are inequities at various buildings. Panic buttons at only 3 schools.
- Every building now has a Digital Master Box - panic switch is tied into the fire alarm system.
- Chief O'Connell is working with a consultant to further explore these additional safety measures

- Propped doors: Can our Keri System (or American Alarm) alert when there is a propped door at any building?
- Why are doors being propped? May need a culture change - everything needs to be locked, badges must be used; messaging to administration of buildings from central office about what the expectation will be

Handbook

- Looking for Approval before sending it to Principals
- Review the language
- Take "medical" out of Hold your class-scripts

School Pass-Updates

Open Campus-WHS

- WHS is looking at a phased approach to ending open campus
- Is it possible for all students to exit at the same spot to have them card out and card in upon return? Need a better system to account for who is or isn't in the building.
- How could we notify students that are off-campus if there is a situation at the school and they should not return? Policy/practice change by collecting student cell numbers for StudentSquare

Additional Notes:

- Slide refresher: Should we add examples to the Refresher slideset to enhance understanding of what each situation is?
- Many new personnel to the WFD as well - Chris Conway has been a good resource in communicating and showing the panels, etc. at WHS
- [School Safety Protocols](#) - A.C.T. should be listed at the top and each of the situations should be listed below
- Take "medical" out of Hold your class-scripts: reminder that you may get more info in an email later, if necessary
- What is the approved term for Intruder? Unauthorized person could be misleading.
- Should be some trainings for administrative assistants
- Reminding principals/School admin that fires (of any and all size) need to be reported right away
- 8/9/22 - Executive session with School Committee to discuss security
- WFD will be doing a walk-through and testing all fire alarms at every school in the month of August. Working with Peter Lawson to do this. Outside company also tests all fire extinguishers. All science classrooms should be stocked with fire blankets as well - facilities should be checking their eye-wash stations and expiration dates of fire blankets. Head of science department should provide inventory of chemicals on site.

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Chief of Police, Dan O'Connell

Chief of Fire, Steven Osbourne

Director of Finance and Operations, Andrew Marron

Kristen Woollam, Katie Malone, Sgt. Mike DeRosa, SRO Mike Chiuccariello

Major Policies and Procedures:

- District Rally Points (In the event of an undirected evacuation)
- Multi Hazard Evacuation Plan '23
 - Updated STARS Agreement
- School Safety and Incident Management Protocols '23-24
- IMT District Refresher '23-'24
- Standard Response Protocol-I Love You Guys Foundation Can we edit?
 - District Draft Artwork/MOAs
 - In a "Hold"- (most frequently used practice) do we want to tell people to lock their doors?
 - Are we locking our doors for every medical hold and disciplinary situation? Not all doors in all buildings lock. Is there an intermediate situation where we are able to do this w/o raising the intensity/anxiety of a situation.
 - Docs are updated - I Love U Guys has some expected language that we must agree to in order to sign the MOU.
 - SRP really highlights full transparency - are we going to give all information to all people about communicating why the situation is happening. Just saying a Medical is fine. 2 levels of communication - very limited communication with staff; brief messaging with parents.
 - Some situations may trigger students to communicate with their parents via text saying we are being kept in our classrooms. What are the parameters for notifying parents? Notify to parents when it's an unexpected/unknown event; Principals need to be clear on when & what to notify.
 - Any "hold" announcement at any school will trigger an email home - communication should go out ASAP when the situation is resolved-

being sure parents understand there is no threat to the building. Have templates for principals to use for text/email

- Some doors don't have locks, have not done this in the past practice?
 - **Need to make locks a priority and ability to hear announcements-Frank**
 - Go to each classroom in the district and figure out if the doors lock? **Need a retrofit solution.**
 - **IMT Teams to each classroom with BeSafe map (mark up map) and create a google doc (exits?, keys, do your doors lock, how do your doors lock),**
- When going into any of the SRP's are we indicating what they are for? I Love You Guys recommends full transparency.
 - ex. We are going into a "Hold" for a medical situation or Due to a non-violent law enforcement situation outside the school we are going into "Secure".
 - **Be clear and transparent and repeated with the P.A. announcement in any of these responses/situations**
- Lockdown - Do we want to include "Run, Hide, Defend"? **No, language will be Lockdown, Evade, Defend - matching**
- Unoccupied classrooms-keep locked and lights out? **Set the expectation that when you are NOT in your classroom, that room is locked and lights are out. Be sure Principals are aware of the need to follow-through with staff. Signage? Lights out and lock your door.**
- When any SPR is deployed will parent messaging go out? **Yes!**
- Concerns around the wording and people waiting for directions **As long as we are within the language from the I Love U Guys Foundation MOU, we can adjust the wording on our docs.**
- SRP is all-encompassing of responses to emergencies

Professional Development:

- Training of Admin Assistants-Time Reimbursement
More time was negotiated into their contracts - check with HR
- Active Response Training-at individual schools (faculty meeting?)
Early release day added to calendar for all of the district, need to create more time as opposed to carving out time of a packed schedule - maybe Oct. 6
- Reunification Training-"I love you guys Foundation"-Hold on Reunification while we roll out SRP - internally start planning and see what we need
ROX Boxes-Funding-One for now

- Drilling Timeline- 4 fire drills a year need to be more spread out, medical hold, minor lockdown, after we practice a couple of times can we block of evacuation route? Who should be scheduling these? Principals or Fire Department
- PD Opportunities

Grants and Funding Update-Andrew

- District IMT Budget (CPR training, radios, etc.):
 - there is still a line item.
 - Andrew paid the BeSafe renewal out of it (\$1000+) - it's around \$2500 total. Bring expenditure to Andrew. Get our purchase proposals together - radios are up to about \$500 - a six-pack is \$2300.
 - WHS has a security grant (funding from Murphy Foundation) w/around \$8000 - may be able to tap this.

Reunification Training-Hold for now focus on SPR

Site Assessment Surveys

https://docs.google.com/document/d/1h1u7AKQFrvc5jMgHCi_RI3ToOxuDyNGb-UUHooOCVuM/edit?usp=sharing

Other:

- "On-boarding" for new hires in IMT-Do we want to add that to the requirements in the job description? **Check List for new Employees given by Admin Assistant**
- IMT Stipend vs. Credits-work out hours for the positions and send to Andrew

Next Steps:

- Confirm Lynch Rally Points
- Updated STARS agreement
- Sign MOU for "I Love U Guys" Foundation - WPS, WPD, WFD
- DOOR LOCKS: inventory the schools and find out where we need to address immediately (door magnets for door jambs, etc.) - Set up a Google Form
Preliminary info: do you have a key, how many doors? How many windows? Do you have blinds? Does your door lock? How does it lock (deadbolt, key, etc.)?
- Mike D.-Can we have access to Lynch for fire or police for training? Potentially November
- Talk to Meg White
- Email LKirby about Admin assistants

- YELLOW Folder: Add SRP teacher cheat sheet (20-21 Poster EN)
- reiterate a clear answer to whether to respond to fire alarm when in lockdown - lockdown overrides everything. Do not evacuate unless you know you have to.
- Switching HS to repeater, no expenditure, any new radios would need the capability