Good evening,

Today our team discussed several things regarding the safety and security of the building.  While we realize there is only so much we can do to prevent a terrible situation, we can certainly be as prepared as possible in the event such tragedy should strike our area.  Below are bullet points of either reminders or new practice discussed by the Crisis Management Team.  Please take the time to read each carefully.  A timely response in a crisis can make a tremendous difference.

         If an intruder enters the building from another location other than front doors, we would not know.  If you cannot possibly call the office, immediately hit the emergency button by the door of each classroom.  If you ever have to dial 911, you must dial 9-911 and also try to hit the emergency button in the classroom.

         There is no good answer for your classroom door.  Keeping it locked all day is the ideal for safety, but it may cause a disruption with students and support staff in and out.  We are looking into options of being able to lock quickly from the inside.  For now, at the very least, always have your classroom key on you.

         In the 400 wing, connecting doors should remain locked at all times.

         It is still the recommendation at this time to leave all of the blinds open.  It’s recommended that they are left open rather having to open them in an emergency. (same ask the key situation).

         If you are ever outside, take your kids running for the wooded area and knock on doors at the closest neighborhood.  If you need to quickly duck back inside, there are four classrooms that have doors lining the back.  If at all possible, in a shooting situation, getting the students out of the building (rather than bringing them back in) is the best scenario.

         Back door duty should NEVER allow parents to enter through the field house doors in the morning.  Please tell them according to school policy, all visitor must enter through the front door and sign-in in the office.

         There will now be another staff member on duty by the doors parents enter to pick up their child in the art room.  They will ensure no parents walk down the hall toward the office.  That is to ensure the safety of the complex since MS is still in session.  TA’s who run dismissal in the art room should never let visitors walk down the hall past room 315.  They must go back to the office.  This will help decrease the parent pop-in as well.

         Remind students that they should never open the door for an adult.  All visitors must be buzzed in.

         Ask all visitors if you can help them find something.  Report any suspicious activity immediately.

         There is a red button on the wall by the all-call phone in the office.  It will automatically shut and lock interior doors, but it also deactivates entry to the building.  This should be pressed during a lockdown.

         Chris Honness is in charge of leading the building in the event all complex administrators are out of the building.  This is for emergencies only, not discipline that can wait until we return.

         Wear your badge at all times.

Thank you very much for your time in reading and implementing the plan.  We will continue to meet as a team for reflection and seeking best practice.

Michael Bostwick

Principal

Horseheads Intermediate School