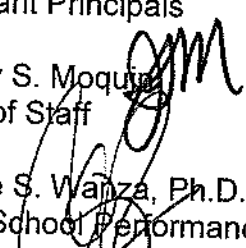


THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JEFFREY S. MOQUIN
CHIEF OF STAFF

August 7, 2018

TO: Principals
Assistant Principals

FROM: Jeffrey S. Moquin 
Chief of Staff

VIA: Valerie S. Wanza, Ph.D.
Chief School Performance & Accountability Officer

**SUBJECT: MANDATORY 2018-2019 SCHOOL SAFETY PLANS AND
EMERGENCY CODE TRAINING, DRILLS AND EXERCISES**

The tragic losses that occurred on February 14, 2018 at Marjory Stoneman Douglas High School have very sadly reinforced the great importance of safety and security at all of our sites. Through recently completed and in-progress safety assessments on several levels, the school district has developed improvements and enhancements for implementation this school year.

As a part of our continuous focus on safety and security planning throughout the school district, it is time to review and update all of the safety plans and emergency code procedures for your site. These annual requirements are completed with the support of the Chief Fire Official, Risk Emergency/Emergency Management, Director of School Safety and Security, Special Investigative Unit (SIU), local law enforcement, local fire rescue and other internal and external partners to ensure collaboration and coordination for planning, preparedness and responses.

Due to the new requirements from Marjory Stoneman Douglas High School Public Safety Act (MSDHPSA), also known as SB 7026, there are new safety and security requirements for each school location that have been included in this document.

The following are required to be completed:

- **School Safety Plans:** The annual school safety plans provide vital logistical information to both law enforcement and fire rescue/emergency

Mandatory 2018-2019 School Safety Plans and Emergency Code Training, Drills and Exercises

August 7, 2018

medical services and other agencies. Please collaborate with your SIU detective, Chief Fire Official and first responder agencies to ensure that all staff and students understand and are up-to-date with school emergency code procedures. The school safety plans, with their site assessments, must be completed by August 31, 2018.

- **Lockdowns and Emergency Code Exercises:** All unplanned lockdowns, emergency code evacuations and school emergency code drills must be documented through the new Gateway software application via the link <https://bcpsgateway.browardschools.com>. By using "Add New Incident" and the incident type "Lockdown/Evacuation", the new application shall afford enhanced capabilities for the retention and analysis of data for the entire school district starting this school year. Please utilize the orange "Load Template" button in the "Summary of Incident" section to fully enter all of the relevant event information. These entries must be completed as soon as possible after the emergency code drill or actual lockdown by the site administration.

Please note that due to the requirements of MSDHSPSA (SB 7026), code red/active shooter drills must be completed at the same frequency as fire drills. This requirement is a significant increase in the number of emergency code drills from the past.

Since two emergency code drills are required the first month of school, sites may choose to have their first code red drill during the planning days to permit staff to practice and prepare without students present and their second code red drill later with the students present. This would permit an opportunity to address any new issues, questions or procedures. All subsequent drills would require the students to be present and participate in the drill and its training.

It is strongly encouraged to clearly announce that the emergency code drills are only drills. This shall permit a clearer understanding and focus on learning and preparedness. This announcement will clearly notify the SAFE Team, especially during a code red drill, that they are permitted to remain active to evaluate the response and identify lessons learned from the drill. When an actual code red is called, the SAFE Team must immediately shelter/hide or react appropriately in conjunction with other staff and students.

Prior to an emergency code drill, the local first responders and the Office School Performance & Accountability (OSPA) must be notified to ensure their awareness and appropriate information sharing. When emergency

Mandatory 2018-2019 School Safety Plans and Emergency Code Training, Drills and Exercises

August 7, 2018

code drills are completed, the appropriate notification should be provided to parents/community, OSPA and first responders. Sites should continue their current notification procedures for actual lockdowns and related incidents and activities.

When appropriate and possible, it may be beneficial to utilize and practice the implementation of code yellow for a threat away from the campus that transitions to code red when the threat moves closer or on to the campus.

If a site experiences an actual code red or code yellow during a month, the successful lockdown would be entered via Gateway into the database and count as a completed emergency code drill for that month.

- **Fire Drills:** All fire drills must be documented through the existing application and process until further notice. The relevant departments are working closely together to develop a possible common process in the near future.
- **Presentation and Reference Materials:** PowerPoint presentations and videos have been developed to assist sites with their local emergency code initial and refresher training for staff and students. The materials can be located at <https://browardschools.instructure.com/courses/455762> or from SIU. These resource presentations and tools shall be expanded overtime through requests and lessons learned through collaboration at all levels. Please remember that these are safety and security presentations which cannot be shared outside of the school district except through the appropriate public records request process.
- **2018-2019 School Emergency Checklist:** All schools and centers are to meet with their SIU detective to collaborate, conduct and complete this checklist. School emergency preparedness is an ongoing process throughout the school year. All exercises/drills, that are part of the existing annual four part emergency code training process, are to be completed prior to March 1, 2019, as to alleviate any conflicts with the Florida State Assessment Test, EOCs and AP exams.
- **School Emergency Preparedness, Staff Development and Communication Checklist:** Please use this as a checklist to cover all staff development plans devoted to the safety of both students and staff.
- **Table-Top Exercise Meeting and Emergency Code Exercises:** All principals will participate in these exercises to ensure the successful

Mandatory 2018-2019 School Safety Plans and Emergency Code Training, Drills and Exercises

August 7, 2018

collaboration and learning experience for the safety of the location. Any exception must be approved in writing by the cadre director.

- A sign-in sheet will be made available in your designated check-in areas for district maintenance personnel. The sign-in sheet should be located at the front desk where the Star System is located and the head facility personnel's office for district maintenance personnel to sign when the Star System is not available.

Please note that the school locations that participate in the Active Killer Program training program for the 2018-2019 school year must still complete their district emergency code drills and exercises. The valuable Active Killer Program training would not count as a code red drill since the students are not present, but it does count as active shooter training for the site location.

If you have any questions, please contact your cadre director, Chief Fire Official, Risk Management/Emergency Management or SIU.

JSM/RCH

Cc: Office of School Performance & Accountability
Special Investigative Unit
Chief Fire Official
Risk Management/Emergency Management
Director of School Safety and Security