



**December 14, 2012**

**TO: Eugene School Board**

**FROM: Ryan Massey, Risk Manager**

**RE: Security and Safety at District Sites**

Risk Management, Facilities, principals and school staff are working jointly to ensure students are safe and secure during the school day. Risk Management has been and continues to proactively assess the safety measures and practices that are currently in place throughout the district.

Each school in our district has a unique building design and safety culture. We are working with school principals to identify areas of concern and assist with developing a strategy to address the identified areas. We are working with key external and internal stakeholders across the district to address the safety concerns.

**What we are doing:**

- Conducting risk assessments at each school site, starting at the elementary level, followed by the middle and high school levels. The purpose of the risk assessment is to determine vulnerable areas at each site and developing safety strategies for the individual school using a variety of control/safety measures.
- Continuing the School Resource Officer (SRO) program, a partnership with the Eugene Police Department. Five police officers are assigned to the program for our district: one officer assigned to each 4J region and a sergeant who oversees the program's operation. The officers work out of each high school and respond to other locations within their region as requested.
- Refreshing administrator/staff training on the district's Emergency Procedure Manual and discussing potential scenarios. On an ongoing basis we stress the importance of following set procedures and responding with the full resources available. Risk Management has purchased and disseminated Emergency Procedure Manuals to all schools with the intention of having one manual in every classroom.
- Risk Management is communicating with the Facilities Department about potential risks on an ongoing basis. Both departments are aligned and jointly prioritizing risks to ensure resources are focused in the appropriate areas.
- Continuously monitoring and evaluating how each school practices periodic safety drills including emergency lockdown procedures.

- Evaluating current practices at each location for volunteer/visitor check in and accountability. Upon completion of evaluation, best practices will be implemented throughout the district, as deemed necessary and appropriate.
- Evaluating the current volunteer background check requirements and assessing whether they meet the needs of the district.
- Reinforcing the requirement for ALL visitors to check in and wear identifying badges.
- Participating in Regional READY Falcon Active Shooter tabletop exercise with local and regional stakeholders on March 6, 2013.

**Strategies to be strengthened:**

- 1) Clearly identify routes to main office for visitors at each location.
- 2) Utilize the main office as the only enter/exit route for the location.
- 3) Lock external doors during school hours, with the exception of the main entrance.
- 4) Close all gates during the educational day. Gates may be left open during drop off and pick up times but need to be closed during the day. This will reduce the number of entry points into the school.
- 5) Post signage on all gates directing and requiring all visitors to report to the main office.
- 6) Implement the buddy system for elementary school aged children when traveling unsupervised.

When we complete the analysis from schools' risk assessments, we may implement additional security/safety measures.