

Zimbra

piowaty\_t@4j.lane.edu

---

**[princi\_elem] [principals] Safety Reminders**

---

**From :** Randi Bowers-Payne <bowers\_r@4j.lane.edu> Thu, Oct 01, 2015 01:32 PM  
**Sender :** princi\_elem-bounces <princi\_elem-bounces@4j.lane.edu>  
**Subject :** [princi\_elem] [principals] Safety Reminders  
**To :** principals@4j.lane.edu  
**Cc :** Jon Lauch <lauch@4j.lane.edu>, Steve Menachemson <menachemson\_s@4j.lane.edu>, Randy Bernstein <bernstein@4j.lane.edu>

Dear All,

In light of today's tragic events, I am sending a few very important reminders. Though events like today's are unlikely, it is important we are prepared to the best of our abilities.

- Please review Emergency [protocol](#) with staff, parents, and students.
  - For those who have completed ALICE training, please recall the tenants of Alert, Lockdown, Inform, Counter, and Evacuate work in collaboration with Lockdown, Lockout, Evacuate, and Shelter in place. There may be time during an emergency where one or all of these behaviors are activated in convert with the action called.
- Please review with building Staff, the Emergency Preparedness [presentation](#) delivered this summer.
- Should staff or students need support during this time, please connect them with appropriate counseling services. Please let me know if you need assistance with this.
  - Interested staff can receive free counseling through Reliant Behavior Services by calling: 866-750-1327. Please be especially sensitive to any staff members who may have experienced Thurston High School.

A few additional reminders about safety:

- Before students are released to recess, a staff member should check the play area to ensure there are no clear and present dangers awaiting our students;
- Exterior doors should never be propped open. Place a work order for HVAC issues, but never prop a door open;
- All visitors (including district personnel) must check in at the front office. The only exclusion is facilities staff working at a High School. Where possible, facilities should radio the building in advance of arrival;
- All visitors must wear an ID badge- district issued or school issued;
- Buildings should maintain one point of entry during the school day. Doors may be unlocked during arrival, departure, and passing time, but one entry should be maintained at all other times;
- 911 protocol should be reviewed with staff. One person will be responsible for the call, another for responding to the incident;
- Staff who regularly conduct business "outside," including PE teachers, should keep a radio on at all times;
- With the exception of going home, Building administrators should never leave the building without a radio;
- Wherever possible, gates should remain closed and locked during the school day. Gates may be opened during drop off and pick up;

Please let me know if you need any support with training or communicating District Emergency preparedness.

Best Regards,

Randi Bowers-Payne  
Risk Manager-Administrator  
Eugene School District 4J

541-790-7672

CONFIDENTIALITY NOTICE:

The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or their agent, or if this message has been addressed to you in error, please immediately alert the sender by reply email and then delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited.

---

You received this message because you are subscribed to the 4J list "principals".  
Send e-mail to this list at [principals@4j.lane.edu](mailto:principals@4j.lane.edu)  
To unsubscribe from this list, send e-mail to [principals-unsubscribe@4j.lane.edu](mailto:principals-unsubscribe@4j.lane.edu)

---

You received this message because you are subscribed to the 4J list "princi\_elem".  
Send e-mail to this list at [princi\\_elem@4j.lane.edu](mailto:princi_elem@4j.lane.edu)  
To unsubscribe from this list, send e-mail to [princi\\_elem-unsubscribe@4j.lane.edu](mailto:princi_elem-unsubscribe@4j.lane.edu)

---