

GADSDEN COUNTY SCHOOL DISTRICT

Administrative Procedures

SCHOOL SAFETY AND SECURITY REQUIREMENTS

The Florida State Board of Education approved rules that improve safety for Florida's schools. The changes impact School Safety Requirements, Monitoring (amended Rule 6A-1.0018, F.A.C.), and Threat Management (new Rule 6A-1.0019, F.A.C.). F.S. 1006.07(4)(a). Below are District administrative procedures that reflect State safety, monitoring and threat management requirements.

1. All School District employee's badges must be displayed on person at all times while on Gadsden County School District property.
2. All exterior building doors and gates locked and secured.
3. All classroom doors locked and secured while occupied.
4. All visitors enter school through the secure lobby entrance. (Parents, contractors, bus drivers, maintenance workers, district employees, etc.)
5. Intrado license verification check for all school visitors (Raptor Badge or visitor badge displayed at all times while visitor is on campus)
6. *See Something Say Something Initiative:*
 - A. Students can report suspicious activity to teacher, parent/guardian, administration, guidance, SRD, or school faculty.
 - a. Web Tips – www.crimestoppers.com
 - B. Students can report suspicious activity to the Gadsden County School District's Safe School department e-mail parsonsbuckhaltif@gcpsmail.com
 - C. FortifyFL App – Suspicious Activity Reporting App – Created by the Office of Safe Schools
7. Gadsden County School District Emergency Quick Reference Guides (Emergency Response Information Flip Chart)
8. If an intercom announcement is made to implement INTRADO and gives information about the location of the incident, then the incident is a real incident. All INTRADO drills will be announced with the words 'this is a drill'.
9. Pull station fire alarm alerts (All students and teachers will remain in classes until pull station area is investigated by SRD or custodial staff. Once pull station area has been investigated directions will be given by intercom about the next steps for students and staff).
10. Each school has a school level threat assessment team which will include persons with expertise in counseling, instruction, administration, and law enforcement. The threat assessments team's duties include the coordination of resources, assessment and intervention with individuals whose behavior may pose a threat to the safety of the school staff and students. (Threat assessment teams will meet each month) (Annual Virginia Model Assessment training)
11. Ongoing Youth Mental Health First Aid Training (8-6 hours of training) and Youth Mental Health Training (1-hour supplemental training) for all school district employees.
12. SRD Expectations and a School Resource Deputy at four of the district schools.
13. 2 Emergency Go Bags at the district reunification site. (Red Bag)
14. Stop the Bleed trained teachers and staff at each school. (5 Stop the Bleed Kits at each school)
15. Lobby area Emergency Panic Buttons tested every semester at the school (admin, Guardians, and SRD will make dispatch and faculty aware they are testing the system before alarm is activated.)

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16. Gadsden County School District School Safety Webpage - www.gadسدenschools.org
17. Each school will identify hard corner/safe areas where students could hide outside the line of sight of an active assailant looking through the doorway for every room in the school. Safe areas will be kept clear and checked each semester by the safety department.
18. Each school has pull down blinds on each classroom door to cover classroom door windows in case of emergency. Classroom door blinds will be checked each semester by the safety department.
19. Each school has written plans and procedures specific to their schools for implementing Fire Evacuation, Severe Weather/Tornado, Bomb Threat, and Heightened Security. (GCSD Comprehensive Emergency Response Plan, GCSD Reunification Plan, School Level Emergency Operation Plans, GCSD Drill Guide, etc.)
20. Each school's admin will be trained in the components and structure of incident command specific to their school.
21. GCSD Drill Guide will be used by all GCSD employees to assist with school/facility INTRADO training and drill preparations.
22. Gadsden County School District Guardian will be used as a secondary security measure at various schools to assist school administration and SRD's with safety and security at the school level. GCSD Guardians will be checking safety initiatives daily at schools and will discuss any deficiency with school admin. (GCSD Guardian Expectations, Daily Log Checks)
23. SESIR training and FOCUS SESIR data reporting training provided by MIS Department and Student Service Department annually to all school level administration and Data Control Specialist.
24. Two-way radio communication in each school in the district with the capability to be used in an emergency. Each school administration staff have an analog/digital radio with the capability to communicate to all schools and facilities in the district in case of an emergency.
25. Main Entrance signage on the front entrance of each school to help guide visitors to the front secure lobby area.