



A Community of Learners

Informational Memo: Safety & Security Update

TO: School Board
Trisha Kocanda, *Superintendent*

FROM: Daniel Ryan, *Assistant Superintendent for Professional Learning & Human Resources*

November 27, 2018

Overview and Background

In an effort to continuously improve District safety and security practices, we collaborate frequently with our local police and fire departments. Over the course of the past few months, the District has been in conversation with the Winnetka Police and Fire Department as well as members of the New Trier High School Safety Team. The steps listed below come via strong recommendations from both the Winnetka Police and Fire Department as well as with full cooperation from the WEA.

In response to the Winnetka Police and Fire Department recommendations, we have identified two areas of focus to further secure our schools as safe environments for students and the community. With regards to the District Reunification Plan, we feel it is vital to incorporate a standard response protocol to ensure that in the event of a school crisis or emergency, necessitating evacuation and transit to a centralized off-site location, a process and plan for reunification of students with parents/guardians is in place.

Regarding the introduction of lanyards, we have lagged behind most other districts in having such procedures in place. While we have a good system of screening all guests using the Raptor background check system and providing name tags, the name tags usually fall off and are not easily identifiable. Having every adult in buildings wearing a color-coded lanyard allows children, visitors, faculty, and staff to readily see official identification, seen hanging around their necks.

District Reunification Plan

On August 15, 2018, the Winnetka Police and Fire Departments hosted a Township Safety Summit at New Trier high school. Approximately twenty-five District 36 staff members were in attendance along with staff from township feeder schools and local private and nursery schools. Police Chief Hornstein and Fire Chief Berkowsky led the presentation that included an update on school safety, revisions to emergency operation guidelines, components of a threat assessment model, and best practices. It was recommended that schools review Reunification Plans to incorporate procedures for an evacuation of students and staff to a centralized location off campus. An example of a Reunification Plan and "Go Kit" available to schools from <http://iloveyouguys.org/> was shared. The District is in the process of developing a comprehensive Reunification Plan utilizing the resources provided by the "I Love You Guys" Foundation. Included in this Plan will be location of the family reunification center and processes for evacuation, transport, communication, and pick-up. Establishing a District Reunification Plan, in partnership with first responders, represents the ongoing work and commitment of District 36 and Winnetka Police and Fire departments to ensure the safety of our students and staff.

Lanyards

After some discussion with WEA leadership it was determined that the time is right for our District to adopt the practice of using lanyards with attached ID cards for all faculty, staff, visitors and others to wear while in the building. This is a practice that has been implemented in District's throughout the state to increase security. Each person in the building will receive a color-coded lanyard with ID to wear at all times when in a District 36 building. For example, all faculty and staff would wear a green lanyard, while visitors would wear a yellow lanyard. In this way everyone walking around the school building has a readily visible lanyard with appropriate identification. When New Trier High School introduced this in August it was welcomed by all and the transition towards full implementation went very smoothly.

We anticipate introducing the lanyards with administration wearing such in the weeks ahead of winter break and then having them ready for faculty and staff in January.