

SCHOOL SAFETY AND SECURITY ADVISORY BOARD

ROLL CALL

PRESENTER: Rep. Wendy Horman, Chairman

OBJECTIVE: Roll Call and Introduction

ACTION: Introductions of Board Members and DBS Staff

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Directory



Member	Company/Representing	Mailing Address	Original Appointment	Term Expires
Jeri Henley	Parent of a Student	Gateway Real Estate 321 Eastland Drive North Twin Falls, ID 83301	07/08/2016	07/01/2019
K. Logan Easley	Teacher	West Ada School District 1303 East Central Drive Meridian, ID 83642	07/05/2016	07/01/2019
Lori Den-Hartog	Idaho Senate			
James Dale Fry, Jr.	Representative Local School Board	515 Christie Street Troy, ID 83871	07/01/2016	07/01/2019
Dr. Becky Meyer	Rep. School Superintendents	Lakeland School District 15506 Washington St. Rathdrum, ID 83858	08/24/2017	07/01/2019
Matt Freeman	State Board of Education	State Board of Education PO Box 83720 Boise, ID 83720	07/01/2018	07/01/2020
Jeff Gunter	Idaho Police Chiefs Association	Hailey Police Department 115 S. Main, Suite C Hailey, ID 83333	07/01/2018	07/01/2020
Charles 'Chad' A. Huff	Idaho Sheriff's Association	Payette County Sheriff 1130 3rd Avenue, Room 101 Payette, ID 83661	07/01/2018	07/01/2020
John Ganske	Idaho State Police	Idaho State Police 700 S. Stratford Meridian, ID 83642	07/01/2018	07/01/2020
William 'Brad' Richy	Bureau of Homeland Security	State of Idaho 4040 W. Guard St. Bldg 600 Boise, ID 83705	07/01/2018	07/01/2020
David Gates	Idaho Fire Chiefs Association	Pocatello Fire Department 408 E. Whitman Avenue Pocatello, ID 83201	07/01/2018	07/01/2020
Matt McCarter	State Department of Education Superintendent of Public Instruction	State Dept of Education PO Box 83720 Boise, ID 83720-0027	07/01/2018	07/01/2020
Rep. Wendy Horman	House of Representatives	State of Idaho PO Box 83720 Boise, ID 83720	07/05/2016	11/30/2018

SCHOOL SAFETY AND SECURITY ADVISORY BOARD

Agenda Item No. 01

AGENDA

PRESENTER: Rep. Wendy Horman, Chairman

OBJECTIVE: Approve agenda for the September 13, 2018 School Safety and Security Advisory Board meeting

ACTION: Consent

BACKGROUND:

PROCEDURAL HISTORY:

ATTACHMENTS: Tentative agenda



TENTATIVE AGENDA

NOTICE OF PUBLIC MEETING

IDAHO SCHOOL SAFETY AND SECURITY ADVISORY BOARD VIDEOCONFERENCE MEETING

**Division of Building Safety
1090 East Watertower Street, Suite 150, Meridian
1250 Ironwood Drive, Suite 220, Coeur d'Alene
2055 Garrett Way, Building 1, Suite 4, Pocatello**

Thursday, September 13, 2018

10:00 a.m. - 2:30 p.m. (MT)

(Note: North Idaho - Meeting Commences @ 11:00 a.m.)

-
- 10:00 a.m.** **CALL TO ORDER** – Rep. Wendy Horman, Chairperson
- Roll Call & Introductions
 - Open Forum
- CONSENT AGENDA**
1. Approval of the September 13, 2018 Agenda
 2. Approval of the January 11, 2017 Board Meeting Minutes
- INFORMATIONAL AGENDA**
3. Community Partnerships, Review School Commands – Shawn Harper, MPD
 4. Office Manager Report – Brian Armes, Program Manager
 - a. Progress Report
 - i. 2017 Assessment Statistics
 - ii. Training and Consulting Time
 - iii. ‘See, Tell, Now!’
 - b. Office Updates
 - i. Behavioral Threat Assessment - Mike Munger
 1. Idaho Model
 2. Threat Manager Certification
 - ii. National Tipline Summit – Mike Munger/Kayla Green
 - iii. BJA Grants – Mark Feddersen/Kayla Green
 - iv. Communications - Guy Bliesner
 1. Communications Planning
 2. Radio Donations
 5. Kiss Initiative - Matt McCarter, SDE
 6. Legislative Report – Rep. Wendy Horman, Chairperson

- i. Budget Request
- ii. Legislative Report Changes

7. Administrator Report – Chris L. Jensen, Administrator
Financial Report

ACTION AGENDA

- 1. Election of Officers – Spencer Holm, Deputy Attorney General (DAG)
- 2. Calendar 2019 Board Meetings – Rep. Wendy Horman, Chairperson
 - a. Additional Calendar Dates
 - i. December 11th, 13th 2018
 - ii. April 18th, 23rd, 25th 2019
 - iii. August 1st, 15th, 22nd 2019
 - iv. December 5th, 12th, 17th 2019

2:30 p.m. ADJOURN

All times, other than beginning, are approximate and are scheduled according to Mountain Time (MT), unless otherwise noted. Agenda items may shift depending on Board preference. 09/06/2018KG

SCHOOL SAFETY AND SECURITY ADVISORY BOARD

Agenda Item No. 02

AGENDA

PRESENTER: Rep. Wendy Horman, Chairman

OBJECTIVE: Approve minutes from the January 11 and 24, 2018 Idaho School Safety and Security Advisory Board meeting

ACTION: Consent

BACKGROUND:

PROCEDURAL HISTORY:

ATTACHMENTS: Draft Minutes



**IDAHO SCHOOL SAFETY AND SECURITY ADVISORY BOARD
VIDEOCONFERENCE MEETING**

Thursday – January 11, 2018 - 12:00 p.m. (MT)

**Division of Building Safety
1090 East Watertower Street, Suite 150, Meridian
1250 Ironwood Drive, Suite 220, Coeur d’Alene
2055 Garrett Way, Building 1, Suite 4, Pocatello**

*NOTE: The following report is not a verbatim transcript of the discussions at the meeting,
But is intended to record the significant features of those discussions.*

Vice Chairman Matt Freeman called the meeting to order at 12:02 p.m. (MT)

Board Members Present:

Rep. Wendy Horman, Chairman
Matt Freeman, Vice-Chairman
Logan Easley
John Ganske
David Gates
James Fry
Matt McCarter
Becky Meyer
Jeri Henley
Chad Huff
Theresa Luna, proxy Brad Richy

DBS Staff Members Present:

Chris Jensen, Administrator
Spencer Holm, Deputy Attorney General
Jeff Egan, Region 2 Manager
Brian Armes, IOSSS Program Manager
Mark Feddersen, North School Analyst
Mike Munger, Southwest School Analyst
Guy Bliesner, East School Analyst
Kayla Harris-Baker, Administrative Assistant 1

Board Members Absent:

Sen. Marv Hagedorn
Jeff Gunter

◆ **Approval of January 11, 2018 Agenda and September 21, 2017 Meeting Minutes**

MOTION: Board Member Gates made a motion to approve the January 12, 2018 agenda and September 21, 2017 Board meeting minutes as presented. Jeri Henley seconded. Board Member McCarter suggested spell check edits of statues versus statutes. All in favor, motion carried.

◆ **Program Manager Report**

Overview of Last Year – Manager Armes presented a printout in the packet that addresses school assessment numbers, as well as trending information from assessments statewide. He discussed the School Safety Assessment is setting the guideline for the School Safety Standards in schools. He reviews last meetings school assessment information and proceeds to share how the comparison of each year’s data will be used in the fourth year of the office. He went over major trends from the assessment standpoint. Controlling the perimeter of the

schools was the primary trending. He gave statistical numbers for how many of the assessed school campuses were securable at the perimeter. In 2016, 40 percent of schools had a securable perimeter, while in 2017, 54 percent had a securable perimeter. Less than 3 percent of schools had fully secured at the fence line in both years. He further expresses how time is spent educating administrators on the nature of secured fencing to expel your standoff distances from any potential hazard. He shared how most communities prefer campuses to remain available for communal use, so he gave the solution of securing it while students are on campus and making it available during non-school hours. Access controlled in 2017 was 54 percent that utilized the access properly. Vice Chair Matt Freeman clarified that the 54 percent represented the number of schools securing all perimeter doors. PM Armes confirmed. Manager Armes highlighted the changes of supervision and surveillance. The 2016 Assessment had supervision labeled as Obvious, Moderate, Lightly, Not Visible. He explains the issue with vendors and school facilities using cameras as supervision. He shares that only 8 percent of schools consider their surveillance actively monitored. He discussed the culture and climate information. In 2016, the question of bullying on campus was answered in the Obvious, Moderate, Lightly, Not Visible. In 2017, the question was changed to Increasing, Decreasing or Steady. He explains the trend states that most administration for schools have changed on campus bullying to decreasing, while cyber-bullying has increased. Board Member McCarter question how many schools is considered one-third. PM Armes answered that 80 is roughly the number. McCarter inquired about cyber-bullying numbers supported by data. PM Armes further explained that the numbers are anecdotal, that the only data that would be configured is from discipline from cyber-bullying numbers. Board Member requested the definition of bullying. PM Armes elaborated into how facilities have been teaching conflict resolution and parent biased on children. PM Armes asked Board Member McCarter on how the SDE has approached tracking of bullying. McCarter shared that the 2015 Legislation pass on bullying required districts to report incidents of bullying and harassment. The SDE tracks it as incidents that needed formal action. Manager Armes went on to discuss school wide positive behavior programs. In 2016, the percentage was 89.5, but the question is being redefined. He went on to give Positive Behavior Interventions and Supports (PBIS) as an example of a positive behavior program that is being utilized by facilities. Board Member Gates requested clarification on making changes to the Assessment Tool too often for comprehensive data. PM Armes expounded that there is no legal requirement of the office or the board to compound data. Vice Chair compounded on the fact that the advisory board does not have a compliance part to the statute.

Training and Consulting – The Program Manager gave a quick list of training and consulting hours. To date, the office had acquired 532 of training and consulting. Of which was broken down into multiple data points. Part of this time is training pre-service teacher and administrators.

Exit Interviews with Administrators – Southwest Analyst Mike Munger presented on communicating the assessment points to administrator of school facilities. He showed the board the exit interview profiles on a PowerPoint presentation. He expands on how the assessment is represented as a deficiency based document and sharing that information prior to exit interviews aides in the process. There was an example radar graph shared, which consists of the five points, Student Supervision, Operations, Facility, Policy Training,

Community and School Climate and Culture. PM Armes questioned about how the process has been being received by principles. Analyst Munger answered that it has helped show the big picture of the school and then go down the points in pieces. Analyst Bliesner added that the visual piece of the assessment has helped aide in understanding.

North Idaho College (NIC) – Northern Analyst Mark Feddersen shared the update on the threats on school campus changes in the law. He also discussed his tabletop with the NIC. The college requested the office’s presence in their active shooter tabletop. PM Armes furthered the discussion with the ingress into higher education campuses.

Communications – Southeastern Analyst Guy Bliesner discussed helping schools build unified communications plans within school districts. He addressed the concern with many schools not have adequate communication on campuses, like a Public Address (PA) system. He has been working with Board Member Gates and first responder communities to repurpose radios for school districts.

Idaho Positive Behavior Network (IPBIN) – Program Manager Armes discussed receiving a grant with Boise State University (BSU). He discussed the office’s role in the grant containing the assessments. He also shared that the office’s role with the BSU grant is valued at \$135,000. His goal with the money coming into the office will be to put together the videos for training. Vice Chair clarified that the grant has been awarded to the office. PM Armes clarified that it was granted already and that it would be taking place until 2021.

Legislative Report – PM Armes presented the drafted legislative report to the advisory board. Board Member McCarter asked about the formula for measuring goal five. PM Armes responded for activity based. Chairperson Horman asked about anticipating the need for additional staff. PM Armes answered not at this time. Board Member Henley asked about jamming up lines, Armes stated the digital platform for texting is easier for towers. Board Member Gates wants to discuss ancillary ramifications. PM Armes stated that forensic evidence states that communication is occurring despite the situation. Board Member McCarter asked the projected timeframe for a completed legislative report. PM Armes stated the end of the next week.

Law Enforcement Advisory Group – DAG Holm discussed the documents shared for creating legislation. Board Member Huff inquires on behalf of the sheriff’s board to take a vote on draft language. Board Member Fry had called the Fraternal Order of Police to look at the Title 18-33. Chairperson Horman requested the draft of legislature suggested.

◆ **Administrator Report**

Financial Report – Administrator Jensen reviewed The Idaho School Safety and Security Advisory Board Fund, FY 2017 financial statement as of January 11, 2018.

Administrator Report – Administrator Jensen reviewed DBS Administrator Report which is a regularly addressed agenda item.

◆ **Adjournment**

MOTION: Board Member Huff made a motion to adjourn the meeting, Board Member Gates seconded.

The meeting adjourned at 2:31 p.m. (MT).

WENDY HORMAN, CHAIRWOMAN
IDAHO SCHOOL SAFETY AND
SECURITY ADVISORY BOARD

CHRIS JENSEN, ADMINISTRATOR
DIVISION OF BUILDING SAFETY

DATE

DATE

**IDAHO SCHOOL SAFETY AND SECURITY ADVISORY BOARD
VIDEOCONFERENCE MEETING**

Wednesday – January 24, 2018 - 3:30 p.m. (MT)

**Division of Building Safety
1090 East Watertower Street, Suite 150, Meridian
1250 Ironwood Drive, Suite 220, Coeur d'Alene
2055 Garrett Way, Building 1, Suite 4, Pocatello**

NOTE: The following report is not a verbatim transcript of the discussions at the meeting, But is intended to record the significant features of those discussions.

Vice Chairman Matt Freeman called the meeting to order at 3:33 p.m. (MT)

Board Members Present:

Matt Freeman, Vice-Chairman
Jeri Henley
Jeff Gunter
Logan Easley
David Gates

DBS Staff Members Present:

Brian Armes, IOSSS Program Manager
Mike Munger, Southwest School Analyst
Mark Feddersen, North School Analyst
Guy Bliesner, East School Analyst
Kayla Harris-Baker, Administrative Assistant 1

◆ **Approval of Legislative Report**

MOTION: Board Member Jeff Gunter made a motion to approve the January 24, 2018 Special Meeting agenda. Board Member Dave Gates seconded. All in favor, motion carried.

ACTION: The 2018 Idaho School Safety and Security Office will present the Legislative Report as approved to both houses of Idaho State Congress.

◆ **Adjournment**

MOTION: Board Member Logan Easley made a motion to adjourn. Board Member Dave Gates seconded.

The meeting adjourned at 3:38 p.m. (MT).

WENDY HORMAN, CHAIRWOMAN
IDAHO SCHOOL SAFETY AND
SECURITY ADVISORY BOARD

CHRIS JENSEN, ADMINISTRATOR
DIVISION OF BUILDING SAFETY

DATE

DATE

SCHOOL SAFETY AND SECURITY ADVISORY BOARD

Agenda Item No. 03

AGENDA

PRESENTER: Spencer Holm, Deputy Attorney General

OBJECTIVE: Election of an Officer

ACTION: Vote to elect a Chairman

BACKGROUND: Statue 33-5805

**PROCEDURAL
HISTORY:**

ATTACHMENTS: No Documentation



SCHOOL SAFETY AND SECURITY ADVISORY BOARD

Agenda Item No. 04

AGENDA

PRESENTER: Shawn Harper, Meridian Police Department

OBJECTIVE: Community Partnerships

ACTION: Informational

BACKGROUND: None

**PROCEDURAL
HISTORY:**

ATTACHMENTS: 4 Command Annexes



Chain of Command:	1. 2. 3.	First Aid Area:		Reunification Area:	
Incident Command Post Location:		Staff Assignments: Name/Role:			
Assembly Point: Alternate:		Individuals needing extra support (12C):			

Annex A-1

EVACUATION

The principal/designee, staff, and students shall follow District Standard Operating Procedure (SOP) in a building evacuation. An evacuation is an effective response to remove students and staff from dangerous situations inside a building. Evacuation shall be instituted at the discretion of the principal/designee for a situation that possesses a threat to the life safety of students, staff and/or visitors. This may include, but not be limited to fire, smoke or a gas leak. As the situation develops individuals in charge of students are expected to continually assess their specific circumstances and act with their best judgment.

Evacuation - Standard Operating Procedure (SOP)

1. An evacuation will be signaled by the activation of the building fire alarm system; or the Public Address (PA) system. Code phrases will not be used. The PA announcement will be, “Evacuate the building..... Evacuate the building Evacuate the building”. Alternative notification methods will be added when the Public Address (PA) system is insufficient to notify all persons in the school and/or on the campus. Additional information may be provided throughout the process
2. The Incident Commander/principal/designee (IC) will notify emergency responders (911 or other communication method) and district staff (district radio or other communication method) of an evacuation in progress.
3. Provisions shall be made to notify students and staff off campus at initiation of the response.
4. Staff are expected to be aware of their surroundings and are authorized to act in the manner they believe most likely to keep themselves and their students safe. This may include changing routes, assembly points or retreating to a safe location. Any deviation from the planned response or route must be communicated to the Incident Commander/ principal/designee (IC) as soon as possible.
5. Teachers should organize their class, gather weather-appropriate clothing (when immediately available), take classroom emergency supplies and prepare to move their students out of the building. Movement should be safe, controlled and intentional.
6. All adults in charge of students not in class at the time of an evacuation shall evacuate them from the building at the nearest safe exit. Movement should be safe, controlled and intentional. Staff are



expected to be aware of their surroundings and make decisions based on their active awareness of circumstances. Once out of the building students shall be returned to their class assembly point for positive accounting

7. Students not under direct staff supervision at the time of the evacuation should evacuate the building through the nearest exit. Movement should be safe, controlled and intentional utilizing the active situational awareness. Once out of the building students shall return to their class assembly point for positive accounting.
8. Roll will be taken and each student will be accounted for by the classroom teacher. An 8 1/2 x 11 red card will be displayed until all students are accounted for. At the point that all students in a class have been accounted for the teacher shall display an 8 1/2 x 11 green card.
9. The secretary/designee shall take the visitor log, staff sign-out log and go bag and proceed to the predetermined Incident Command Post (ICP).
10. All staff members shall direct any visitors to the secretary/designee at the Incident Command Post (ICP) for accountability.
11. (If radio communications are available) School radios will be the primary communication tool to manage the evacuation. Schools without radio communications will establish a method such as cell phone texting and/or runners to ensure necessary information is relayed to Incident Commander/principal/designee (IC)ding administration.
12. Students/staff shall reoccupy the evacuated building only when declared safe by proper authority and approved by the Superintendent/designee
13. When re-occupation is prohibited staff shall prepare for re-location and/or reunification.
14. Upon conclusion of the Evacuation, an after-action review will be completed to revise and update plans as necessary.

Planning Considerations

- A. The principle/designee shall plan for and provide communication, cooperation and liaison with arriving first responders as described under Incident Command System (ICS) Unified Command protocol.
- B. The principle/designee shall identify and provide for any students/staff that may need assistance in a Hall Check, and assign a buddy (with alternate) to them. Such assignments shall be listed in the School level Emergency Operations Plan (EOP).
- C. Assembly areas, communication processes, incident Command Post (ICP) location, staff assignments, and successions shall be delineated as a part of each school's Emergency Operations Plan (EOP).



- D. The Incident Commander (IC) shall be responsible for coordinating all Hall Check activities. Succession to this responsibility shall be specifically delineated by position in the school level Emergency Operations Plan (EOP).
- E. The school population may be divided into smaller groups as described under Incident Command System (ICS) protocol to facilitate management and accountability.

DRAFT

Chain of Command:	1. 2. 3.	First Aid Area:		Reunification Area:	
Incident Command Post Location:		Staff Assignments: Name/Role:			
Assembly Point: Alternate:		Individuals needing extra support (12C):			

Annex A-2

REVERSE EVACUATION

The principal/designee, staff, and students shall follow District Standard Operating Procedure (SOP) in a building reverse evacuation. A reverse evacuation is an effective response to remove students and staff from dangerous situations exterior to a building. Reverse evacuation shall be instituted at the discretion of the principal/designee for any situation that possesses a threat to the life safety of students, staff or visitors. This may include, but not be limited to danger on the playground, law enforcement activity or other.

Reverse Evacuation Standard Operating Procedure (SOP)

1. A Reverse Evacuation will be signaled by Public Address (P.A.) and radio announcement. The announcement will state – Return to the building..... Return to the building Return to the building. There will be no code phrase broadcasts. Additionally, an audible alarm (whistle, horn, bell, etc. three short tones repeated three times) will follow. Additional information may be provided throughout the process.
2. The Incident Commander/principle/designee (IC) will notify district staff (district radio or other communication method) of a reverse evacuation in progress. First responders shall be notified as appropriate to the incident
3. Provisions shall be made to notify students and staff off campus at initiation of the response.
4. Staff are expected to be aware of their surroundings and are authorized to act in the manner they believe most likely to keep themselves and their students safe. Any deviation from the planned response or route must be communicated to the Incident Commander/ principal/designee (IC) as soon as possible.
5. All the unlocked doors entering the building shall be staffed by assigned school personnel.
6. Move all Students/staff/visitors into the building as quickly as possible.
7. Students and teachers should return to their classroom. Visitors should report to the office/Incident Command Post (ICP).



8. Roll will be taken and positive student accounting completed by the classroom teacher for their class once students have reached the classroom
9. (If radio communications are available) School radios will be the primary communication tool to manage the evacuation. Schools without radio communications will establish a method such as intercom, cell phone, texting and/or runners to ensure necessary information is relayed to the Incident Command Post (ICP).
10. All staff members shall direct any visitors to the secretary/designee at the Incident Command Post (ICP) for accountability.
11. Additional direction will be provided as the circumstance dictates.
12. Upon conclusion of the Reverse Evacuation, an after-action review will be completed to revise and update plans as necessary.

Planning Considerations

- A. The principle/designee shall plan for and provide communication, cooperation and liaison with arriving first responders as described under Incident Command System (ICS) Unified Command protocol.
- B. The principle/designee shall identify and provide for any students/staff that may need assistance in a Hall Check, and assign a buddy (with alternate) to them. Such assignments shall be listed in the School level Emergency Operations Plan (EOP).
- C. Assembly areas, communication processes, incident Command Post (ICP) location, staff assignments, and successions shall be delineated as a part of each school's Emergency Operations Plan (EOP).
- D. The Incident Commander (IC) shall be responsible for coordinating all Hall Check activities. Succession to this responsibility shall be specifically delineated by position in the school level Emergency Operations Plan (EOP).
- E. The school population may be divided into smaller groups as described under Incident Command System (ICS) protocol to facilitate management and accountability.

Chain of Command:	1. 2. 3.	First Aid Area:		Reunification Area:	
Incident Command Post Location:		Staff Assignments: Name/Role:			
Assembly Point: Alternate:		Individuals needing extra support (12C):			

Annex A-3

HALL CHECK

The principal/designee, staff, and students shall follow District Standard Operating Procedure (SOP) in a Hall Check. A Hall Check is an effective response to provide security for students and staff from lower level threat situations inside a building when continuing the educational process is desirable. Hall Check shall be instituted at the discretion of the principal/designee for a situation that may present a potential threat to students, staff and/or visitors. This may include, but not be limited to a disruptive person, unknown person on campus, out of control student, medical issue or any other unknown situation in and around a school building..

Hall Check - Standard Operating Procedure (SOP)

1. A Hall Check will be signaled by the Public Address (PA) system. Code phrases will not be used. The PA announcement will be “Hall Check..... Hall Check..... Hall Check“. Additional information may be provided throughout the process. Alternative notification methods will be added when the Public Address (PA) system is insufficient to notify all persons in the school and/or on the campus.
2. The Incident Commander/principle/designee (IC) will notify district staff (district radio or other communication method) of a reverse evacuation in progress. First responders shall be notified as appropriate to the incident
3. Provisions shall be made to notify students and staff off campus at initiation of the response.
4. Hall Check shall signal staff to a high level of active awareness. Staff are expected to be aware of their surroundings and are authorized to act in the manner they believe most likely to keep themselves and their students safe. Any deviation from the planned response must be communicated to the Incident Commander/ principal/designee (IC) as soon as possible
5. All perimeter doors will be secured and movement in and out of the building will stop.
6. Move all Students/staff/visitors into the building as quickly as possible. All students in the building should return to their assigned classroom.



7. Teachers should look in the immediate hallway area for suspicious or unauthorized persons, and then lock the classroom door.
8. Teachers shall report any suspicious activity or unauthorized person to the Incident Command Post (ICP) as soon as possible
9. Teachers should conduct roll call and be prepared for further instructions and should continue the normal educational process
10. A classroom door, once secure should not be opened or unlocked during a Hall Check.
11. Once implemented, the Hall Check may be modified to fit specific circumstance by the Incident Commander/principle/designee (IC) broadcasting specific directions over the Public Address (PA) system.
12. The Hall Check will be released by the Incident Commander/ principle/designee (IC) by broadcasting the phrase: "End hall check, resume normal operations..... End hall check, resume normal operations End hall check resume normal operations.
13. Upon conclusion of the Hall Check, an after-action review will be completed to revise and update plans as necessary.

Planning Considerations

- A. The principle/designee shall plan for and provide communication, cooperation and liaison with arriving first responders as described under Incident Command System (ICS) Unified Command protocol.
- B. The principle/designee shall identify and provide for any students/staff that may need assistance in a Hall Check, and assign a buddy (with alternate) to them. Such assignments shall be listed in the School level Emergency Operations Plan (EOP).
- C. Assembly areas, communication processes, incident Command Post (ICP) location, staff assignments, and successions shall be delineated as a part of each school's Emergency Operations Plan (EOP).
- D. The Incident Commander (IC) shall be responsible for coordinating all Hall Check activities. Succession to this responsibility shall be specifically delineated by position in the school level Emergency Operations Plan (EOP).
- E. The school population may be divided into smaller groups as described under Incident Command System (ICS) protocol to facilitate management and accountability.



Chain of Command:	1. 2. 3.	First Aid Area:		Reunification Area:	
Incident Command Post Location:		Staff Assignments: Name/Role:			
Assembly Point: Alternate:		Individuals needing extra support (12C):			

Annex A-4

LOCK DOWN

The principal/designee, staff, and students shall follow District Standard Operating Procedure (SOP) in a building Lock Down. Immediate Lock Down in a secure space is the expected and proven effective first response for the threat of imminent or active violence in a school. Remain in secure space until/unless the space becomes unsafe. As the situation develops individuals in charge of students are expected to continually assess their specific circumstances and act with their best judgment. Staff shall utilize the Move, Secure, Defend (MSD) framework as a guide.

Lock Down - Standard Operating Procedure (SOP)

1. Lock Down shall be instituted at the discretion of the principle/designee or any staff member for any situation that possesses threat of imminent or active violence to students, staff or visitors
2. The message to lock down will be broadcast over the PA/intercom. There will be no code phrase broadcasts. The PA announcement will state:” Lock down.....Lock down.....Lock down.” Alternative notification methods will be added when the PA is insufficient to notify all persons in the school and/or on the campus. One (1) long bell, repeated three (3) times)
3. Provisions shall be made to notify students and staff off campus at initiation of the response.
4. The Incident Commander/principal/designee (IC) will notify emergency responders (911 or other communication method) and district staff (district radio or other communication method) of a Lock Down in progress.
5. The initial response to Lock Down initiation shall include immediate action to secure the classroom space. When not possible retreating to another securable location or evacuation is viable. Any deviation from the planned initial response must be communicated to the Incident Commander/principal/designee (IC) as soon as possible. Staff are expected to be aware of and assess their surroundings and are authorized to act under the Move, Secure, Defend (MSD) protocol and in the manner they believe most likely to keep themselves and their students safe.
 - 5a. Staff with students in classrooms building at the initiation of a Lock Down shall move with purpose to secure space inside the classroom. This shall include locking the door, and may



include barricading the entrance and other securing measures as approved by Local School District. Occupants of a classroom shall look for cover, concealment and/or both. School staff in the classroom shall facilitate this process. A secure door should not be opened during a lock down after being secured.

- 5b. Staff outside a classroom, but interior to the building at the initiation of a Lock Down shall assess the immediate area, based on that assessment purposefully move with any students in the area to a securable space, and secure. Notification to the Incident Commander/principal/designee (IC) should follow as soon as possible.
- 5c. If securable space is not readily available, purposefully move with any students in the area to exit the building and relocate to a predetermined offsite location. Notification to the Incident Commander/principal/designee (IC) should follow as soon as possible.
- 5d. Staff with students outside the building at the initiation of a Lock Down should proceed with their students to a predetermined offsite location. Notification to the Incident Commander/principal/designee (IC) should follow as soon as possible.
6. Teachers should remain calm, reassure students, and maintain quiet in so far as possible.
7. Communications by students should be limited to the extent possible. Repeated calls will simply overwhelm the system.
8. Teachers should be prepared to defend their space as necessary based upon assessed threat.
9. Communications will come as quickly as possible from the Incident Commander/principal/designee (IC).
10. Teachers may take roll of personnel in classroom when safe and practical to do so.
11. When the situation is stable, evacuation will take place under the direction of law enforcement and/or building administration.
12. Roll will be taken and positive student accounting completed once students have reached the off-site evacuation location.
13. Once a Lock Down has been enacted, a critical incident (fire, gas leak, explosive device, Etc.) or other need may require a rapid evacuation, modification or release. Such a modification and/or release from the Lock Down condition may only be initiated only by one of the following methods:
 - 13a. A first responder or authorized school staff member will unlock the door and provide specific direction.
 - 13b. A Public Address (PA) announcement made by one known, authorized school staff member, then confirmed by a second known, and authorized staff member is required to modify and/or release the Lock Down condition. Such an announcement will provide specific direction.



14. Upon conclusion of the Lock Down, an after-action review will be completed to revise and update plans as necessary.

Planning Considerations

- A. The principle/designee shall plan for and provide communication, cooperation and liaison with arriving first responders as described under Incident Command System (ICS) Unified Command protocol.
- B. The principle/designee shall identify and provide for any students/staff that may need assistance in a Hall Check, and assign a buddy (with alternate) to them. Such assignments shall be listed in the School level Emergency Operations Plan (EOP).
- C. Assembly areas, communication processes, incident Command Post (ICP) location, staff assignments, and successions shall be delineated as a part of each school's Emergency Operations Plan (EOP).
- D. The Incident Commander (IC) shall be responsible for coordinating all Hall Check activities. Succession to this responsibility shall be specifically delineated by position in the school level Emergency Operations Plan (EOP).
- E. The school population may be divided into smaller groups as described under Incident Command System (ICS) protocol to facilitate management and accountability.

SCHOOL SAFETY AND SECURITY ADVISORY BOARD

Agenda Item No. 05

AGENDA

PRESENTER: Matt McCarter, Department of Education

OBJECTIVE: Introduction of Superintendent Sherri Ybarra's KISS initiative

ACTION: Informational

BACKGROUND: KISS initiative

**PROCEDURAL
HISTORY:**

ATTACHMENTS: None



SCHOOL SAFETY AND SECURITY ADVISORY BOARD

Agenda Item No. 06

AGENDA

PRESENTER: Brian Armes, Program Manager

OBJECTIVE: Update on Idaho Office of School Safety and Security

ACTION: Informational

BACKGROUND: Progress Report and Office Updates

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Progress Report



Summary of work to date 06/30/2018:

- 450 Assessments done (08/01/16 - 06/07/18)
 - 27 new school sites since 07/01/2016
- 1197 hours of training/consulting 2017-2018
 - 159.5 hrs. 2016-2017
 - Emergency Operations Planning
 - Pre-service teacher training/Pre-service administration training
 - Radio Communications
 - Effective Supervision practices
 - Behavioral Threat Assessment
 - Basics of Crime Prevention Through Environmental Design (CPTED)
 - Parent/School Board meetings
- 47 building project applications reviewed for safety/security considerations

Ongoing work

- \$250,000 donated radio equipment deployed in districts.
- Establish Law Enforcement Advisory Group to establish standards in emergency management preparedness, training and implementation.
- Represent Division of Building Safety as Emergency Support Function representative within the Idaho Office of Emergency Management.

SCHOOL SAFETY AND SECURITY ADVISORY BOARD

Agenda Item No. 07

AGENDA

PRESENTER: Rep. Wendy Horman, Chairperson

OBJECTIVE: Calendar 2019 Board Meetings

ACTION: Action

BACKGROUND: December 6th, 11th, 13th 2018
April 18th, 23rd, 25th 2019
August 1st, 15th, 22nd 2019
December 5th, 12th, 17th 2019

**PROCEDURAL
HISTORY:**

ATTACHMENTS: 2018-19 DBS Meeting Calendars



DBS BOARD MEETINGS - 2018

DAMAGE PREVENTION BOARD	JAN 25, MAR 22, MAY 24, JUL 26, SEP 27, NOV 29
FACTORY BUILT STRUCTURES ADVISORY BOARD	FEB 13, MAY 8, JUL 10
IDAHO BUILDING CODE BOARD	FEB 20, APR 17, JUN 19, OCT 16
IDAHO ELECTRICAL BOARD	JAN 24, APR 25, JUL 25, OCT 24
IDAHO HEATING VENTILATION & AIR COND. BOARD	JAN 10, MAR 14, MAY 9, NOV 14
IDAHO PLUMBING BOARD	JAN 18, MAR 15, MAY 17, SEP 20
PUBLIC WORKS CONTRACTORS LICENSE BOARD	JAN 8, APR 9, JUL 9, OCT 9
SCHOOL SAFETY & SECURITY ADVISORY BOARD	JAN 11, SEP 13

Board Meetings will be held at each Division of Building Safety regional office either in person or through video

1090 E WATERTOWER ST
SUITE 150
MERIDIAN, ID 83642

1250 IRONWOOD DR
SUITE 220
COEUR D'ALENE, ID 83814

2055 GARRETT WAY
BLD 1, SUITE 4
POCATELLO, ID 83201

JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE							
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JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
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Holidays outlined & highlighted in gray -- Management meetings outlined in blue -- Industrial Safety meetings outlined in red

DBS BOARD MEETINGS - 2019

DAMAGE PREVENTION BOARD	JAN 24, MAR 28, MAY 23, JUL 25, SEP 26, NOV 21
FACTORY BUILT STRUCTURES ADVISORY BOARD	FEB 12, MAY 14, JUL 9
IDAHO BUILDING CODE BOARD	FEB 19, APR 16, JUN 18, AUG 20 (TENT), OCT 15
IDAHO ELECTRICAL BOARD	JAN 23, APR 24, JUL 24, OCT 23
IDAHO HEATING VENTILATION & AIR COND. BOARD	JAN 8, MAR 12, MAY 21, NOV 12
IDAHO PLUMBING BOARD	JAN 17, MAR 21, MAY 16, SEPT 19
PUBLIC WORKS CONTRACTORS LICENSE BOARD	JAN 14, APR 15, JUL 15, OCT 7
SCHOOL SAFETY & SECURITY ADVISORY BOARD	JAN 10, SEP 12

Board Meetings will be held at each Division of Building Safety regional office either in person or through video

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Holidays outlined & highlighted in gray – Management meetings outlined in blue – Industrial Safety meetings outlined in red

SCHOOL SAFETY AND SECURITY ADVISORY BOARD

Agenda Item No. 08

FINANCIAL REPORT

PRESENTER: Chris L. Jensen, Administrator

OBJECTIVE: Review the Idaho School Safety and Security Advisory Board Financial Report

ACTION: Informational

BACKGROUND: This topic is addressed at all regularly scheduled Idaho School Safety and Security Advisory Board meetings

PROCEDURAL HISTORY:

ATTACHMENTS: Financial Report

