



## Safety, Security, and Emergency Preparedness for K-12 Schools

Helping create exceptionally safe and prepared schools without  
the stress, complexity, and time commitment



K-12 Administrators did not sign up for the roles of  
***Security Director*** or ***Emergency Manager***



# SAFETY AND SECURITY ASSESSMENTS

## IDENTIFY CRITICAL SAFETY RISKS AND PLANNING GAPS

Our safety and security assessments are designed to reinforce the school's current strengths and best practices, uncover critical infrastructure hazards and vulnerabilities within each of the school's facilities, assess the current viability of emergency plans, policies and procedures, and identify potential capital improvements and equipment.

## VALUE TO YOUR SCHOOL

- ✓ Prioritization of prevention and mitigation measures will enable the school to immediately implement low and no cost measures while developing long-range financial plans for larger projects.
- ✓ Critical infrastructure hazards, loopholes, and vulnerabilities can be promptly mitigated greatly reducing the risk of damage, injury or worse.
- ✓ Reinforce what the school has been doing correctly.
- ✓ Demonstrate the administration's continuing commitment to ensuring the safety of the school.



*"Altaris has been a great organization to work with on enhancing the safety and security of our schools. They have helped us develop a systematic approach to addressing safety concerns."*

**Dr. Dominick Palma**  
Superintendent, Merrick Union Free School District

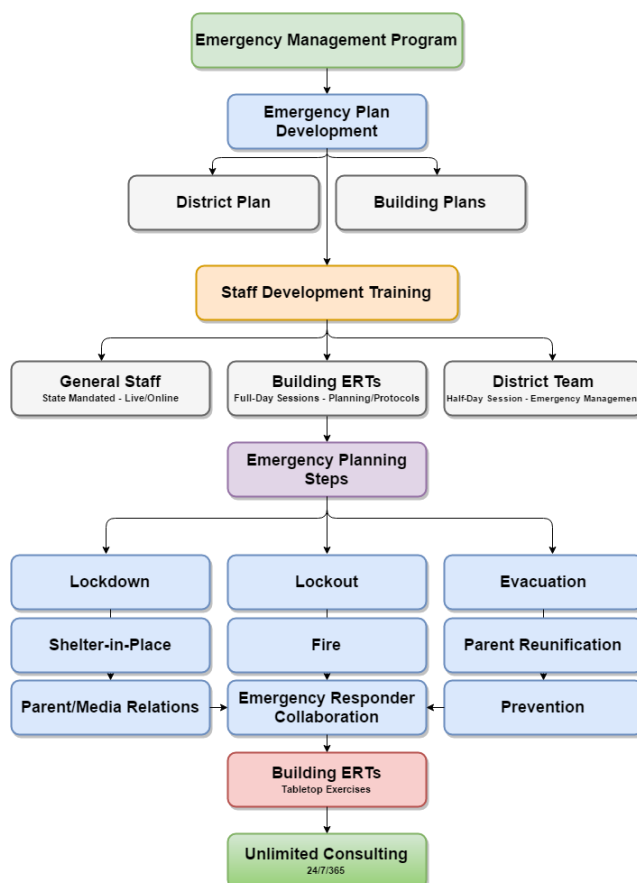
# K-12 EMERGENCY MANAGEMENT PROGRAM

## A TURN-KEY SOLUTION FOR BUSY SCHOOL ADMINISTRATORS

When you come to the realization, *"We simply lack the time and expertise to continually manage the safety, security, and emergency preparedness process"*, then the Altaris Emergency Management Program is the ideal solution.

## VALUE TO YOUR SCHOOL

- ✓ Employees in all roles exhibit increased morale and confidence in prevention and emergency management.
- ✓ Emergency teams are refined, trained and exhibit a high level of confidence and proficiency managing incidents during tabletop and full-scale drills.
- ✓ Strong relationships with community partners assuring an effective response and complete understanding of one another's responsibilities and capabilities.
- ✓ School administration will possess the confidence and credibility that every preparatory measure has been taken to limit damage/injury and ensure a successful response in the event of a crisis.



*"They are wise, expert, responsive, and they "get" schools and the array of safety concerns beyond physical and emergency response actions. Excellent!"*

**Dr. Jere Hochman**

NYS Deputy Secretary of Education  
Former Bedford Central Schools Superintendent

## SERVICE OVERVIEW

In the wake of a critical incident, some very tough questions will be asked about both the steps your school has taken to prevent a critical incident from occurring, and when necessary, managing it effectively. The choice of 95% of our clients, our annual Emergency Management Program ensures rock-solid emergency plans, confident and capable personnel, and a high level of emergency preparedness. Schools may choose from one of three core service levels or customize a program to best suit their needs.

Service Description	Level 1	Level 2	Level 3	Level 4
<b>Safety and Security Assessments</b> <ul style="list-style-type: none"> <li>Including but not limited to all school facilities (building and grounds), emergency plans, community hazards, before and after-school program safety and security, equipment, procedures, and transportation systems.</li> </ul>	●	●	●	●
<b>Online Training – Emergency Response Procedures</b> <ul style="list-style-type: none"> <li>Online training portal that is customizable for your school</li> <li>Unlimited employees</li> <li>Track individual progress and completion</li> <li>Ideal for compliance with annual training mandates</li> <li>Easily on board new employees and substitutes at any time</li> </ul>		●	●	●
<b>Training –Emergency Management for Administrators</b> <ul style="list-style-type: none"> <li>One 3-hour program designed for administrators covering emergency response procedures, emergency planning, policies and procedures, continuity of operations, parent reunification and more</li> </ul>		●	●	●
<b>Training –Emergency Response for School Teams</b> <ul style="list-style-type: none"> <li>6-hour workshops delivered to each building-level emergency team covering response procedures and necessary building-level planning steps</li> <li>Live lockdown drill evaluation at each school</li> </ul>		●	●	●
<b>Tabletop Exercise Training – District/School Teams</b> <ul style="list-style-type: none"> <li>2-hour follow-up workshops delivered to each building-level emergency response and district team</li> <li>Realistic tabletop exercise scenario-based training built around each school building and district office</li> </ul>		●	●	●
<b>Emergency Planning Project Management</b> <ul style="list-style-type: none"> <li>Our consultants will manage the entire emergency planning process and collaborate with school administrators via our project management portal</li> <li>Over 100 individual planning steps at each building</li> <li>Review/revision of all school emergency plans to ensure effectiveness and state compliance</li> </ul>			●	●
<b>Unlimited 24/7 Consulting Support</b> <ul style="list-style-type: none"> <li>Unlimited access to our team of consultants for the contract term</li> </ul>			●	●
<b>Dedicated On-site Coordinator</b> <ul style="list-style-type: none"> <li>Altaris will provide the district with a dedicated on-site coordinator to assist the district with safety, security and emergency management. Your coordinator will collaborate with Altaris consultants, district and building-level administrators and emergency response agencies.</li> </ul>				●

# SAFETY & SECURITY COORDINATOR

## DEDICATED ON-SITE PROJECT MANAGEMENT

Altaris can provide your district with a dedicated on-site coordinator to assist the district with safety, security and emergency management. This coordinator is not an emergency management consultant and not intended to deliver consulting services that are currently being provided by Altaris consultants. This person will collaborate with Altaris consultants, district and building-level administrators and emergency response agencies. Typical roles and responsibilities are detailed below and can be modified as needed.

### GENERAL DUTIES

- Coordinate the District's Safety and Security Operation
- Conduct daily assessments of the operation to maximize resources and continue to enhance the safety and security of the District.
- Provide an annual action plan with the goals of the District and The Altaris Group.
- Screen, handle and resolve safety and security concerns, as they relate to the District's overall program of school safety and security/
- Coordinate with the Business Office regarding the District's inventory of security equipment and order replacements as needed (i.e. two-way radios, uniforms etc.). Make suggestions and recommendations regarding advances in the field of enhancement of communication as well as redundancy.
- Complete an annual budget as requested by the Asst. Superintendent for Business.
- Conduct follow-up investigations on criminal incidents to identify, prevent and deter future occurrences.
- Establish a liaison with various agencies (i.e. law enforcement, fire and ambulance) for the coordination of security and emergency planning issues involving all schools.

### EMERGENCY PLANNING PROJECT MANAGEMENT

- Collaborate with district and building-level administrators and Altaris consultants to complete and continually update open emergency planning steps in the Altaris Project Portal.
- Collaborate with Altaris and emergency response agencies to conduct annual safety, security and emergency preparedness assessments of all school and support facilities.
- Collaborate with Altaris to update and submit Emergency Plans including the:
  - ✓ District-wide plan
  - ✓ Building-level Emergency Plan
- Ensure district-wide compliance with policies and procedures including:
  - ✓ Door Locking
  - ✓ School Identification
  - ✓ Staff sign-in/-out
  - ✓ Visitor Policy
  - ✓ Required emergency teams
  - ✓ Evacuation Planning
    - Inspect and regularly update Building and District Go Kits
    - Update special needs inventories at each school building
    - Acquire and maintain any necessary memorandums of understanding for all non-district owned locations
    - Conduct periodic inspections to ensure properly posted room evacuation maps

# SAFETY & SECURITY COORDINATOR

## DEDICATED ON-SITE PROJECT MANAGEMENT

- Lockdown Planning
  - ✓ Coordinate with each building administrator and the facilities director to ensure room preparation steps have been completed.
- Lockout Planning
  - ✓ Assist each affected building with the completion of all necessary steps for proper execution of a Lockout when necessary.
  - ✓ Maintain adequate traffic control equipment at each school building to ensure each campus can be effectively closed to vehicular traffic.
- Assist and collaborate with the Facilities and IT Director, Building Administrators, Contractors, and Altaris with implementation of any safety and security upgrades including:
  - ✓ Technology
  - ✓ Capital projects
  - ✓ Equipment

### EMERGENCY RESPONSE TEAM MEETINGS

- Attend District and Building ERT meetings to review:
  - safety and security concerns of the team
  - current events that may impact schools
  - status of school-specific planning work being performed by Altaris
- Prepare a monthly summary report of all team meetings for review by Altaris and the District Safety Team.
- Follow up on items discussed at meetings and work with department heads to resolve any issues that fall outside of the security department.

### DRILLS AND EVALUATIONS

- Coordinate and manage a district-wide emergency drill schedule for all school buildings.
- Coordinate attendance of emergency service personnel when possible.
- Attendance at most school emergency drills (lockdown, fire, etc.) to assist with execution as well as perform a formal evaluation and post-drill debrief with emergency team members.
- Completion of a formal drill evaluation report for review by Altaris and the District Safety Team.
- Solicit feedback from building employees on the drill execution to identify gaps and loopholes.

### EMERGENCY MANAGEMENT TRAINING

- Coordinates safety, security, and emergency preparedness training with Altaris by, scheduling training for staff, students and parents relating to school safety, security and emergency preparedness.
- Provide oversight, evaluation, and documentation for safety, security and emergency preparedness training in collaboration with district administration.

*"Altaris has been very helpful in taking our safety and security planning to a new level. I have been impressed with their level of knowledge regarding safety and security. They work well with all stakeholder groups. They are accessible 24-7 and understand the realities of how schools function."*

**Dr. Brendan Lyons**  
Superintendent, Arlington Central School District

# SAFETY & SECURITY COORDINATOR

## DEDICATED ON-SITE PROJECT MANAGEMENT

### COLLABORATE WITH SECURITY PERSONNEL

- Assist the District during the hiring process of any new security personnel by conducting interviews and background verification.
- Coordinate the activities of the security guards to ensure effective building and grounds security.
- Develop roles and responsibilities for district security officers in collaboration with Altaris and district administration.
- Review and revise officer deployment plans in collaboration with Altaris and district administration.
- Conduct regular meetings with security personnel
- Conduct random inspections of security officers at each school building and report any deficiencies to the district liaison for an internal investigation.
- Coordinate ongoing in-service training for security personnel with Altaris.
- Coordinate scheduling with the Athletic Director to ensure that all events (basketball games and special events) are covered by the appropriate number of trained Guards are assigned and properly deployed.

### TYPICAL OPERATIONS *customized for each district*

#### Schedule

- 190 on-site work days
- 10 work days are scheduled in the summer
- 5 absent days (sick) - additional days will be deducted from the service fee
- Above based on a 5-day/week schedule. <5 days schedules are pro-rated

#### Resources Provided by the District

- Securable private office space with desk, phone and laptop (optional)
- Portable radio for 2-way communication with administrators and security personnel

### FEE SCHEDULE

Days Per Week	Annual	Monthly
1 Day	<i>Call for pricing</i>	<i>Call for pricing</i>
2 Days	<i>Call for pricing</i>	<i>Call for pricing</i>
3 Days	<i>Call for pricing</i>	<i>Call for pricing</i>
4 Days	<i>Call for pricing</i>	<i>Call for pricing</i>
5 Days	<i>Call for pricing</i>	<i>Call for pricing</i>

*Availability of part-time coordinators is not guaranteed. Please contact us to discuss your specific needs.*



# K-12 EMERGENCY MANAGEMENT WORKSHOP

## FULL AND HALF-DAY PROGRAMS

This workshop will provide attendees with an actionable blueprint for managing an effective and sustainable district-wide safety, security and emergency management program. Ideal for district and building-level K-12 administrators and emergency teams.

In addition to perfecting execution of the core Simple Six™ emergency response procedures, this intensive full or half-day workshop will prepare your team to effectively manage a wide range of emergencies including:

- ✓ intruders, suspicious persons and student disturbances
- ✓ weapons and active shooters
- ✓ utility or building infrastructure failures
- ✓ bomb threats and suspicious packages
- ✓ missing and abducted children
- ✓ and much more

Module	Half-Day	Full-Day
Emergency Response Planning	●	●
• Lockdown	●	●
• Lockout	●	●
• Evacuation	●	●
• Shelter-in-Place	●	●
• Fire	●	●
Parent Reunification		●
Incident Command System		●
Public Communications		●
Cloud-based Project Management		●

*"They have helped up us to identify numerous improvement opportunities and continually work with our staff to strengthen their ability to prevent and manage emergencies."*

**Dr. Jonathan Ross**

Superintendent, Blind Brook-Rye Union Free School District

## WORKSHOP AGENDA – HALF-DAY

### Emergency Response Procedures

#### Lockdown

- ✓ Six essential steps for successful lockdowns
- ✓ The safe effective way to communicate with buildings in a lockdown.
- ✓ Understanding special lockdown situations, including fire alarms, bathrooms, medical emergencies, recess, lunch periods, and many more
- ✓ The only way to quickly release from a lockdown safely
- ✓ The critical lockdown lessons learned from Sandy Hook, VA Tech, and Columbine
- ✓ The one system that can truly save lives in an imminent threat situation

#### Lockout

- ✓ Why most school lockouts simply fail
- ✓ How to effectively manage visitors and contractors
- ✓ When lockouts turn into lockdowns

#### Evacuation

- ✓ When not to evacuate outside
- ✓ Why some evacuation routes and assembly areas are simply not safe
- ✓ A super effective evacuation resource that costs less than \$1
- ✓ 3 essential planning steps to ensure the safety of special needs persons evacuations

#### Shelter-in-Place

- ✓ Why gymnasiums can be a serious safety risk for staff and students
- ✓ What essential, low-cost shelter-in-place resources most rooms simply don't have
- ✓ The proven way to prevent serious injuries during severe weather events

#### Fire

- ✓ Why two historic events should change the way you conduct fire evacuations
- ✓ When you should never use a fire alarm
- ✓ Which fire procedure is putting younger students at risk

## ADDITIONAL WORKSHOP AGENDA – FULL-DAY

#### Parent Reunification

- ✓ The essential plans and equipment needed when buses are not an option
- ✓ Critical lessons learned from Sandy Hook and Columbine

#### Incident Command System

- ✓ Effectively collaborate with emergency responders using the nationally recognized management system
- ✓ Creating layers or responsibility to organize and manage a critical incident

#### Public Communications

- ✓ The critical mistake that can lead to a public relations disaster
- ✓ Exactly what to say and when to say it
- ✓ Essential pre-planning steps to ensure smooth communication with media and parents in an emergency

#### Project Management

- ✓ How to use cloud-based project management platforms to effectively manage a district-wide program

Additional workshop topics available

# TABLETOP EXERCISE WORKSHOPS

## REALISTIC SCENARIOS BUILT AROUND YOUR SCHOOLS

When it comes to safety, security, and emergency preparedness, every school is unique, and boilerplate solutions simply don't work. That's why each of our classes includes customized scenarios built around your actual school buildings and the local community for an exceptional learning experience.

If class participants are not engaged, the learning process suffers. Each class is designed to draw participants into realistic scenarios to see the immediate results of their actions or inactions. Participants often wonder where the day went!

Typical scenarios include:

- ✓ intruders, suspicious persons and student disturbances
- ✓ weapons and active shooters
- ✓ utility or building infrastructure failures
- ✓ bomb threats and suspicious packages
- ✓ missing and abducted children

Specific scenarios can be built upon request.



*"Altaris has been a great organization to work with on enhancing the safety and security of our schools. They have helped us develop a systematic approach to addressing safety concerns."*

**Dr. Dominick Palma**

Superintendent, Merrick Union Free School District

# PARTIAL CLIENT REFERENCE LIST

ADDITIONAL REFERENCES PROVIDED UPON REQUEST

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