



SAFETY & SECURITY IN SCCSD 130

(Updated May 2022)

The following document was created to provide the Smithton community with general information regarding our safety/security features, protocols, and activities. While we cannot compromise our security by disclosing certain specific details regarding our security efforts, and no safety feature can provide a 100% guarantee, we believe that our District is well-prepared in the event of an emergency.

Building Features

The building includes bullet-resistant materials and self-closing and locking mechanisms. The main entrance and lobby area currently provide a double-locked entry system. The building has integrated fire and smoke detection alarms.

Supervision

Smithton Elementary utilizes multiple supervision protocols to monitor student and visitor movement and activity both inside and outside our facilities. During normal functioning, students are supervised during both structured and unstructured activities and movement is restricted. During an emergency, all staff have specific supervision duties to ensure the safe execution of the emergency plan (see "Emergency Plans" below). Outdoor activities, in particular, are closely monitored by staff, and student movement is restricted to specific supervision zones. During dismissal periods, where the full student body is outside the confines of the building and visitor presence is maximized, supervision levels are increased and often include administrators.

Controlled Access

The District utilizes access control systems that restrict egress into our schools. All outer doors are kept locked at all times. Only staff who possess a registered electronic key fob may enter the buildings through these locked access points. During school hours, all visitors must enter our buildings through the main office, and be approved to proceed beyond a locked entry point. Approval for entry requires all visitors to provide identification.

Employee and Volunteer Screening

This system identifies any individual in the Sex Offender Registry, and also provides a digital record of all employees and volunteers in our schools. SCCSD 130 contracts with the ROE and other agencies authorized through the Illinois State Police to conduct fingerprint-based criminal background checks on any employee, contractor, or volunteer through the Illinois State Police and the Federal Bureau of Investigation.

Video-Surveillance

Smithton Elementary is equipped with video surveillance systems. The systems not only provide real-time viewing by administrators, but also provide digitally recorded footage from every camera for use in analysis. The Smithton Police Department has 24-hour remote access to all of our cameras for real-time viewing inside and outside of the school in emergency situations.



Emergency Plans

All offices and classrooms are equipped with an easily accessible "Emergency Binder." The binder provides detailed directions for the teacher/staff member to follow in case of an emergency, including plans to move students to alternate locations when necessary. Emergency plans are reviewed and updated annually via the crisis response plan team (see "Consultation" below).

Safety Drills

Staff and students at Smithton Elementary regularly practice a variety of safety drills (e.g., Fire, Tornado, Lock Down) throughout the year. Practicing these drills improves our familiarity with what to do in case an emergency event should occur. Local first responders often participate in these drills and to learn our protocols and provide feedback for improvements.

Communication Systems

Smithton Elementary is equipped with multiple internal communication systems. Internally, the Voice over Internet Protocol (VoIP) phone/intercom system and "Walkie-Talkies" afford staff multiple means to receive and send important and urgent communications.

The "Thrillshare" communication system allows the District to send specific messages to selected groups of parent/guardians, staff, and community partners.

A formal "Reciprocal Reporting Agreement" between the District and the Smithton Police Department delineates the protocol for the mutual sharing of information that could impact the safety and security of our schools and community.

Expert Consultation

SCCSD 130 collaborates with experts in the field to inspect and revise our facilities and safety protocols, and to train staff on how to continuously improve safety and security. The District administrative team meets annually with the Smithton Police and Fire Chiefs to review our safety and security protocols.

Mental Health Services

The District currently employs one social worker, one school psychologist, and one registered nurse. These staff members employ a variety of assessment and intervention services to prevent, assess, and respond to emergency situations.

Frequently Asked Questions

How will I know if there is an emergency? You will receive information via the Thrillshare System in the format you requested (email, text, phone message). In the event of a school



closing, the District will also post notice of its status on the District webpage, social media pages, and news channels.

What is a Lockdown? A lockdown is an established protocol for responding to a safety threat to the school, developed in collaboration with the local police department. All interior doors are locked, and all building occupants remain in assigned locations until directed otherwise. No entry or exit to the building is allowed.

What is a “Soft” Lockdown or “Shelter-In-Place”? A “Soft Lockdown” or “Shelter-In-Place” is an established protocol for responding to a safety threat to the school, developed in collaboration with the local police department. Students are kept inside the school building, and typically remain in the classroom rooms. We use the term “Shelter-In-Place” versus a “Soft Lockdown” to maximize the language difference between this type of response and a formal “lockdown.”

How do I keep my emergency contact information up to date? All contact information is maintained electronically. If your contact information changes, please provide the up-to-date information to the school secretary.

What should I do in the event of an emergency? Wait for, and listen carefully to, the emergency message sent by the school for directions of what to do. PLEASE resist the temptation to come to the school unless directed, as you may not be allowed to enter the school and may hinder the efforts of first responders.