

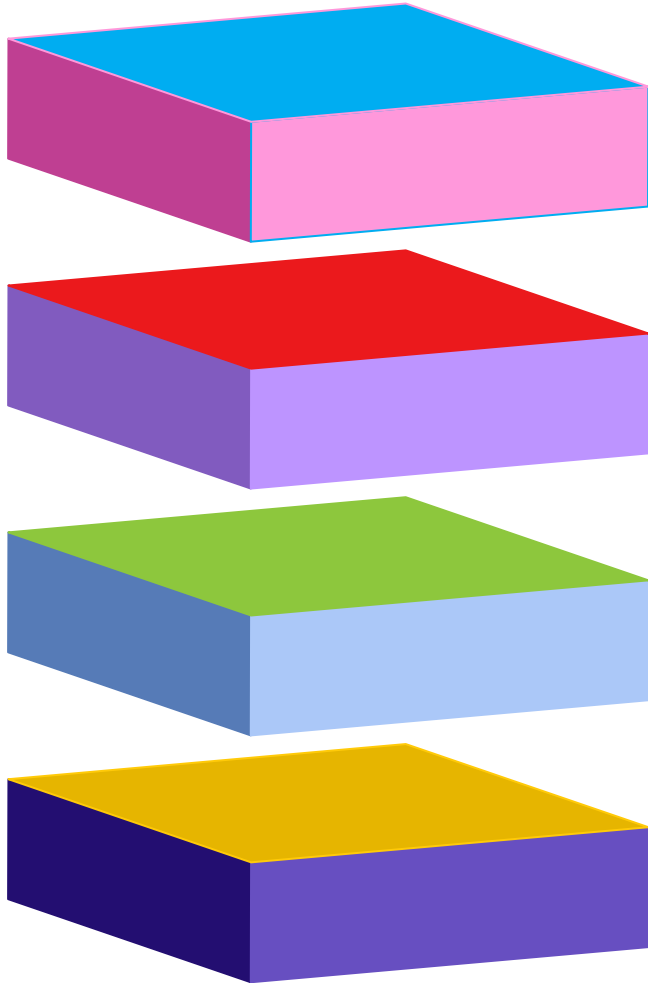


# New Trier High School

Prevention, Safety and Security  
Information  
2022-23



# Four Layers of Prevention, Safety, and Security



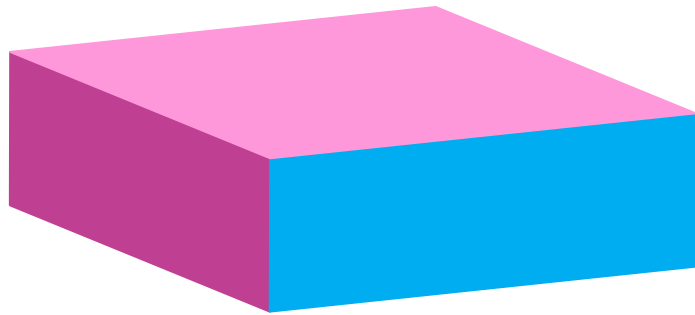
**Community  
Partners**

**Connection,  
Support, and  
Prevention**

**Physical  
Procedures and  
Daily Procedures**

**Emergency  
Procedures and  
Readiness**

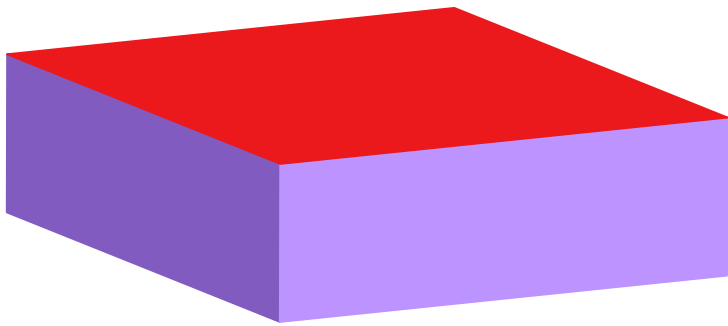
# Four Layers of Prevention, Safety, and Security



## Community Partners

- Winnetka and Northfield Police and Fire Departments
- The Family Institute at Northwestern University
- The Josselyn Center
- New Trier Parents Association and Parent University
- Family Action Network (FAN)
- Other Partnerships (Compass, Haven, etc.)

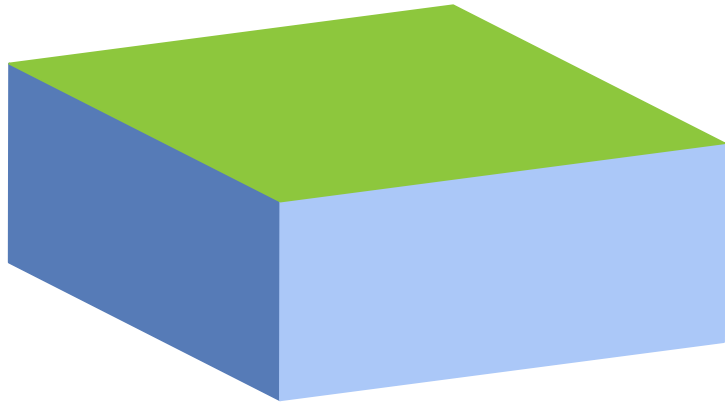
# Four Layers of Prevention, Safety, and Security



## Connections, Support, and Prevention

- Highest Priority - Relationships
- Intentionality in our approach to our daily work allows us to be ready for support in the case of an individual, school, or community event
  - Adviser Program
  - Extracurricular Programs
  - Clubs and Affinity Groups
  - Social Work
  - Other Connections

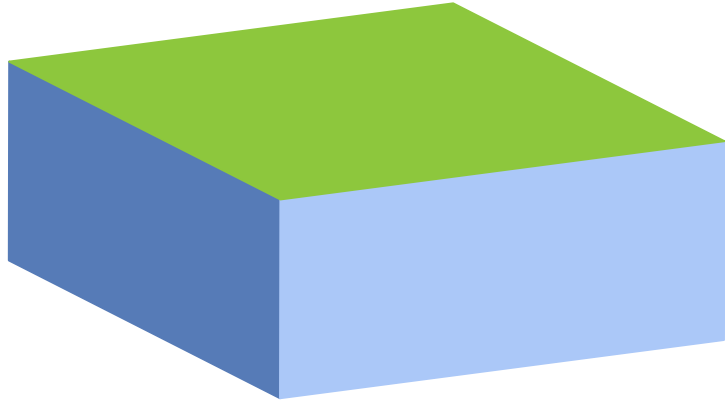
# Four Layers of Prevention, Safety, and Security



## Physical Safety Measures and Daily Procedures

- Limited entry points staffed by our Security personnel
  - At the beginning of the day: greeting students and checking IDs
  - In the middle of the day: greeting visitors through our door buzzer system, verifying ID, and running background checks

# Four Layers of Prevention, Safety, and Security



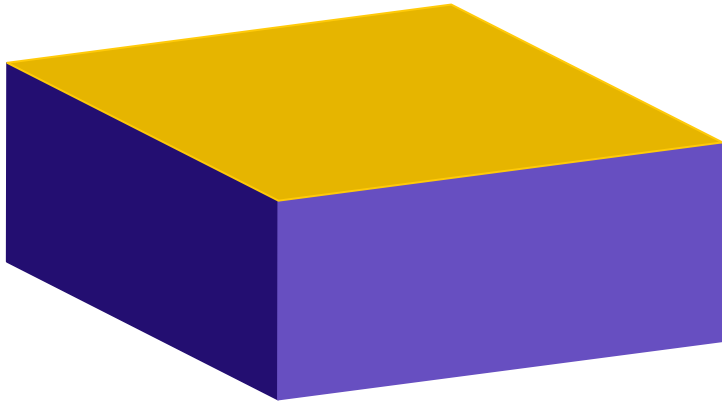
## Physical Safety Measures and Daily Procedures

- Video surveillance in hallways and at entries and exits
- Door hardware, signage, and electronic warning system
- School Resource Officer on each campus who is a member of the respective Police Department
- Continuous monitoring of TrevTips online reporting
- Threat Assessment Team - protocol and follow-up
- Strong partnership with law enforcement

# Four Layers of Prevention, Safety, and Security

## Emergency Procedures and Readiness

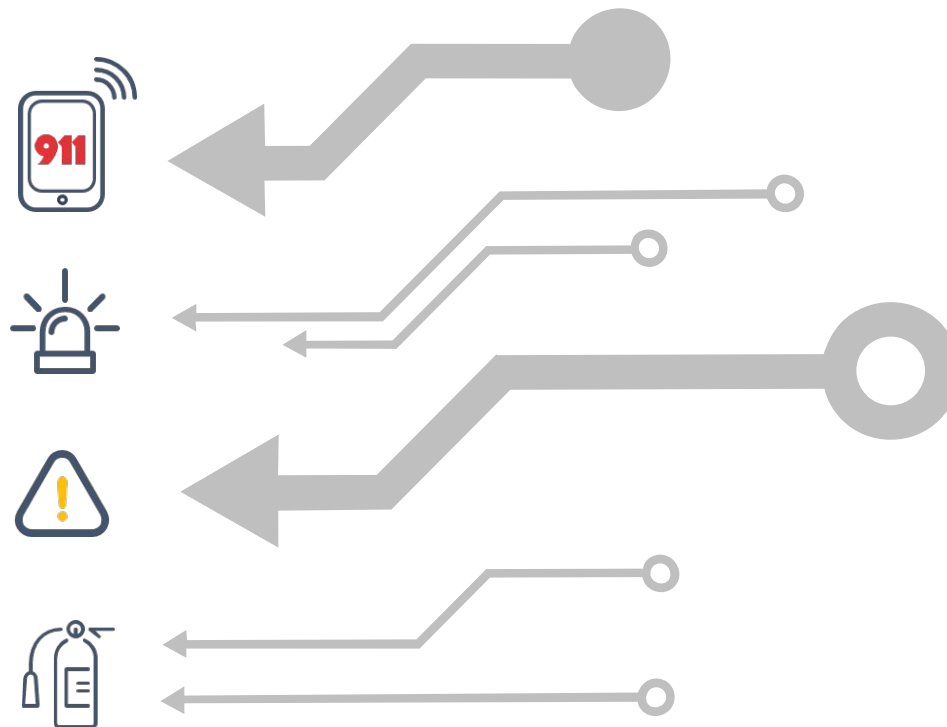
- Yearly training of staff and students for all emergency situations
- An “emergency awareness day” to review procedures in each class
- Yearly emergency drills with police and fire departments present
- Signage and identification of safe spaces for lockdown
- Site for hosting local law enforcement trainings
- Communication capabilities to staff, students and families, via text, email, etc.





# SAFETY AND SECURITY EMERGENCY PROCEDURES

Know your Individual Role and Responsibilities







# Information to Share

## Lockdown Alarms

Timing of lockdown alarm and message is 3 minutes. Remain in lockdown until further direction.



## Cell Phone Numbers

We will use text communication with students, staff and parents for emergency situations ONLY, such as a snow day or communication of a lockdown.





# Lockdown and Other Emergency Procedures to Review



01

## EMERGENCY PROCEDURES

New signage in classrooms and offices

02

## RUN HIDE FIGHT

Decision making steps—Stop and Think

03

## REUNIFICATION SITES

Winnetka three location sites

04

## OPEN AND SAFE SPACES

Knowing the difference

05

## RETURN TO ADVISER ROOM

In the event we need to share information

06

## SEE SOMETHING SAY SOMETHING

Continued support for one another

# Emergency Procedures Signage and Map



## IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

### FIRE! EVACUATE BUILDING. (FIRE ALARM)

#### STUDENTS

Leave belongings and exit building

#### STAFF

Evacuate classroom (follow routes posted)  
Lead evacuation to location  
Take attendance outside of building



### LOCKDOWN! STOP AND THINK! RUN→HIDE→FIGHT

#### LOCKDOWN RUN! (ALARM TONE AND ANNOUNCEMENT "FIND A SAFE SPACE")

##### STUDENTS

If there is an accessible path, evacuate.  
Evacuate to Sears School, Greeley School or  
North Shore Country Day School

##### STAFF

If there is an accessible path, evacuate.  
Evacuate to Sears, Greeley School or  
North Shore Country Day School



#### LOCKDOWN HIDE! LOCKS, LIGHTS, OUT OF SIGHT

##### STUDENTS

Move away from sight (Safe Space)  
Maintain silence

##### STAFF

Look for people in hallways  
Lock interior door and turn off lights  
Move away from sight  
Do not open door  
Maintain silence



#### LOCKDOWN FIGHT!

##### STUDENTS AND STAFF

As a last resort and only when your life is in imminent danger,  
attempt to disrupt and incapacitate the threat



#### EVACUATE! (to the communicated location)

##### STUDENTS

Bring your phone  
Leave your bags  
Follow instructions

##### STAFF

Lead evacuation to location  
Take attendance  
Notify if extra, missing or injured



#### SHELTER! (for tornado, hazmat, earthquake) (HIGH-LOW-TONE ALARM)

##### STUDENTS

Evacuate to shelter area  
(Away from concourse and windows)  
Drop, cover and hold

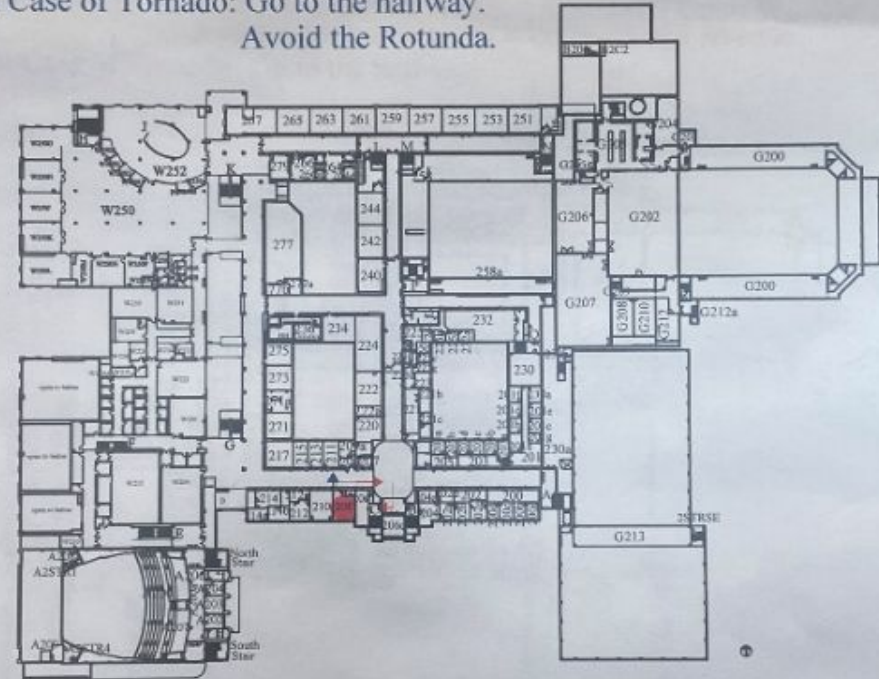
##### STAFF

As you exit, close windows and door  
Seal room if hazmat  
Take attendance



In Case of Fire: Use stairwell C to level 1. Use exit S2 on level 1.  
Walk to Winnetka Avenue, then east to Essex Road.  
if necessary, go north on Essex.

In Case of Tornado: Go to the hallway.  
Avoid the Rotunda.



#### KEY:


- You are here
- Fire Route
- ← Tornado Route

# Emergency Procedures Signage



**IN AN EMERGENCY  
WHEN YOU HEAR IT. DO IT.**


**FIRE! EVACUATE BUILDING. (FIRE ALARM)**

<b>STUDENTS</b> Leave belongings and exit building	<b>STAFF</b> Evacuate classroom (follow routes posted) Lead evacuation to location Take attendance outside of building	
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**LOCKDOWN! STOP AND THINK! RUN→HIDE→FIGHT**

**LOCKDOWN RUN! (ALARM TONE AND ANNOUNCEMENT "FIND A SAFE SPACE")**

<b>STUDENTS</b> <small>If there is an accessible path, evacuate.</small>	<b>STAFF</b> <small>If there is an accessible path, evacuate. School or school</small>	
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**OUT OF SIGHT**

<small>Turn off lights</small>	
	
	

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**SHelter! (for tornado, hazmat, earthquake) (HIGH-LOW-TONE ALARM)**

<b>STUDENTS</b> Evacuate to shelter area (Away from concourse and windows) Drop, cover and hold	<b>STAFF</b> Lead evacuation to location Take attendance Notify if extra, missing or injured	
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## IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

### FIRE! EVACUATE BUILDING. (FIRE ALARM)

#### STUDENTS

Leave belongings and exit building


#### STAFF

Evacuate classroom (follow routes posted)  
Lead evacuation to location  
Take attendance outside of building




# Emergency Procedures Signage

**IN AN EMERGENCY  
WHEN YOU HEAR IT. DO IT.**


<b>FIRE! EVACUATE BUILDING. (FIRE ALARM)</b>		
<b><u>STUDENTS</u></b> Leave belongings and exit building	<b><u>STAFF</u></b> Evacuate classroom (follow routes posted) Lead evacuation to location Take attendance outside of building	

**LOCKDOWN! STOP AND THINK! RUN→HIDE→FIGHT**


**LOCKDOWN RUN! (ALARM TONE AND ANNOUNCEMENT "FIND A SAFE SPACE")**

<b>SHELTER! (for tornado, hazmat, earthquake) (HIGH-LOW-TONE ALARM)</b>		
<b><u>STUDENTS</u></b> Evacuate to shelter area (Away from concourse and windows) Drop, cover and hold	<b><u>STAFF</u></b> As you exit, close windows and door Seal room if hazmat Take attendance	

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<b>EVACUATE! (to the communicated location)</b>		
<b><u>STUDENTS</u></b> Bring your phone Leave your bags Follow instructions	<b><u>STAFF</u></b> Lead evacuation to location Take attendance Notify if extra, missing or injured	

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<b>SHELTER! (for tornado, hazmat, earthquake) (HIGH-LOW-TONE ALARM)</b>		
<b><u>STUDENTS</u></b> Evacuate to shelter area (Away from concourse and windows) Drop, cover and hold	<b><u>STAFF</u></b> As you exit, close windows and door Seal room if hazmat Take attendance	



**SHELTER! (for tornado, hazmat, earthquake) (HIGH-LOW-TONE ALARM)**

<b><u>STUDENTS</u></b> Evacuate to shelter area (Away from concourse and windows) Drop, cover and hold	<b><u>STAFF</u></b> As you exit, close windows and door Seal room if hazmat Take attendance
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# Emergency Procedure Signage



IN AN **EMERGENCY**  
WHEN YOU HEAR IT. DO IT.

## LOCKDOWN! STOP AND THINK! RUN→HIDE→FIGHT

### LOCKDOWN RUN! (ALARM TONE AND ANNOUNCEMENT "FIND A SAFE SPACE")

#### STUDENTS

If there is an accessible path, evacuate.  
Evacuate to Sears School, Greeley School or  
North Shore Country Day School

#### STAFF

If there is an accessible path, evacuate.  
Evacuate to Sears, Greeley School or  
North Shore Country Day School



### LOCKDOWN HIDE! LOCKS, LIGHTS, OUT OF SIGHT

#### STUDENTS

Move away from sight (Safe Space)  
Maintain silence

#### STAFF

Look for people in hallways  
Lock interior door and turn off lights  
Move away from sight  
Do not open door  
Maintain silence



### LOCKDOWN FIGHT!

#### STUDENTS AND STAFF

As a last resort and only when your life is in imminent danger,  
attempt to disrupt and incapacitate the threat



### EVACUATE! (to the communicated location)

#### STUDENTS

Bring your phone  
Leave your bags  
Follow instructions

#### STAFF

Lead evacuation to location  
Take attendance  
Notify if extra, missing or injured



(ALARM)

classroom (follow routes posted)  
Evacuate to location  
Evacuate outside of building



### LOCKDOWN! RUN→HIDE→FIGHT

(ANNOUNCEMENT "FIND A SAFE SPACE")

If there is an accessible path, evacuate.  
Evacuate to Sears, Greeley School or  
North Shore Country Day School



### LOCKDOWN HIDE! LOCKS, LIGHTS, OUT OF SIGHT

Look for people in hallways  
Lock interior door and turn off lights  
Move away from sight  
Do not open door  
Maintain silence



As a last resort,



Evacuate to location)

Evacuate to location  
Evacuate outside of building  
Notify if extra, missing or injured



(ALARM) (HIGH-LOW-TONE ALARM)

Evacuate, close windows and door  
Evacuate if hazmat  
Evacuate outside of building



# LOCKDOWN-STOP AND THINK AND

**WHAT DO YOU SEE?**

**WHAT DO YOU HEAR?**

**WHERE ARE YOU?**

**OPEN SPACE OR  
SAFE SPACE?**



**LOCKDOWN -- STOP and THINK**

**Open Space --- Safe Space**



## Open Space

A highly visible space that cannot be locked and will require you to move to safe space in an emergency. Find a safe space!

### ***Examples of Open Spaces:***

***Winnetka:*** Trevian Commons, Library Commons, Auditoriums, Gyms, bathrooms, hallway, some classrooms.

***NF:*** Cafeteria, B Lounge, A Lounge, F Lobby, Auditorium, bathrooms, hallways.



## A Safe Space

A space you can hide in and includes:

- Low visibility from hallway
- The ability to lock the entry (door)



# Safe Space Signage



*The following is an example of signage we will be posting to easily identify **SAFE SPACES** in the building.*





# LOCKDOWN    STOP AND THINK!    RUN → HIDE → FIGHT

**RUN**  
If there is an accessible escape path, attempt to evacuate the building and go to reunification site.



**HIDE**  
If running is not possible, find a safe space to hide where the threat is less likely to find you, preferably behind a locked door.



**FIGHT**  
As a last resort and only when your life is in imminent danger, attempt to disrupt and incapacitate the threat. Throw anything and spread apart.



**DECISION MAKING**  
After the initial lockdown alarm questions to ask yourself:  
What do I see?  
What do I hear?  
Am I in an open space or safe space?

# Evacuation From School and To Reunification Sites

## Examples

Fire

Chemical Spill

Intruder

Tornadoes

Floods



**REUNIFY**



# Winnetka Campus: Three Reunification Sites

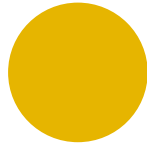
**North Shore Country Day**

Walk North



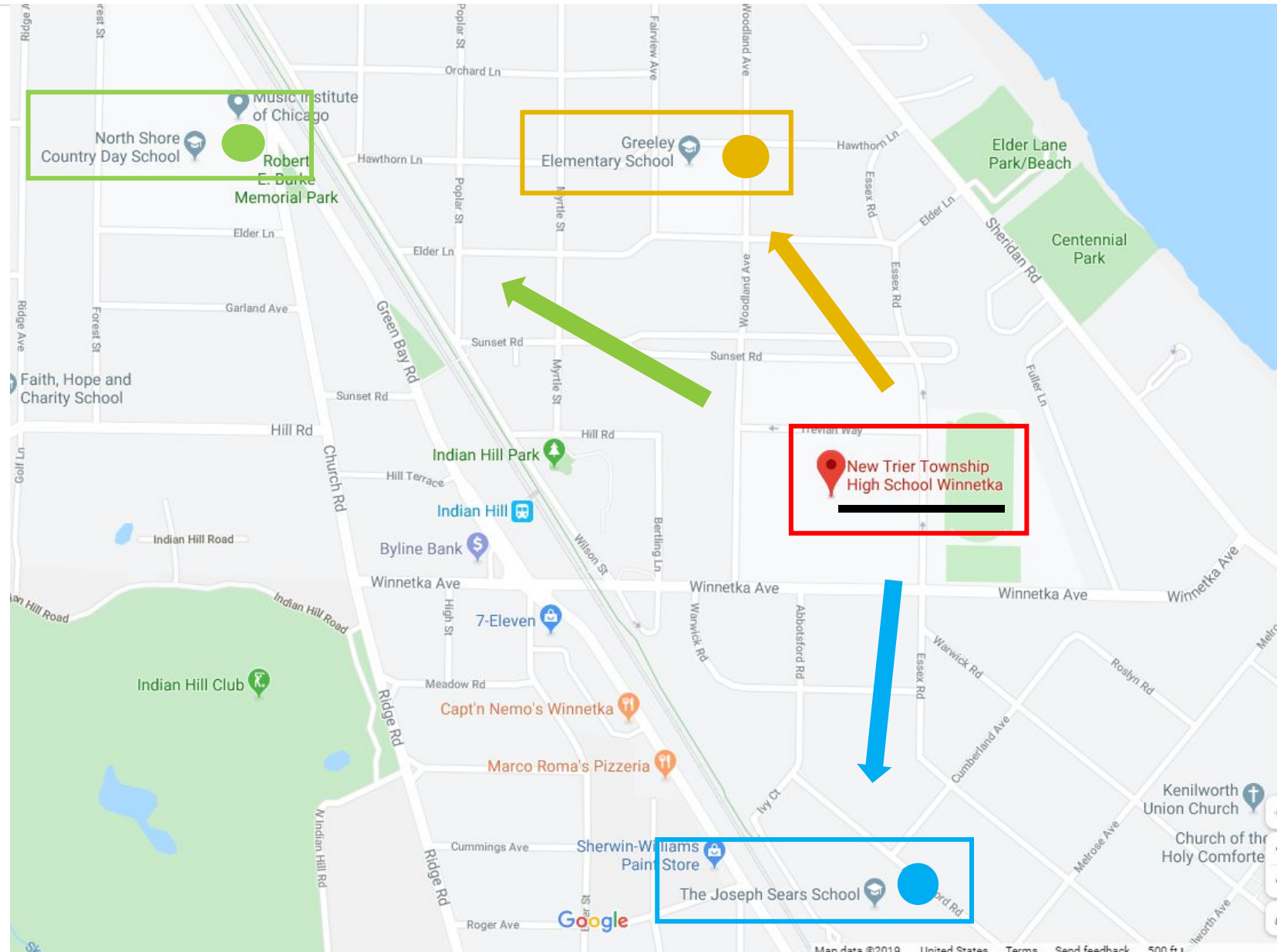
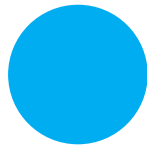
**Greeley Elementary School**

Walk North



**Sears Elementary School**

Walk South





# RETURN TO ADVISER ROOM

In the event we need to share important information with students and staff we will ask students to return to adviser room at some point during the school day.

# If You See Something – Say Something

if you  
**SEE** | **SAY**  
something | something™

## Your voice matters

100% of school attackers exhibited concerning behaviors prior to their attack and 94% of those concerning behaviors were displayed at school.

*\*Protecting America's Schools/Analysis of Targeted School Violence/2019*

- Look out for each other by letting adults know if you are concerned about a friend.
- Report concerning social media posts, threats, or comments to an adult.
- TrevTips is an anonymous reporting site.



The screenshot shows the top portion of the TrevTips website. At the top, there is a navigation bar with three links: "HOME", "STUDENT SERVICES", and "TREV TIPS: ANONYMOUS REPORTING". The "STUDENT SERVICES" link is circled in blue. Below the navigation bar, the page title "Trev Tips: Anonymous Reporting" is displayed in a blue serif font. Underneath the title is a large blue banner with the text "TrevTips:" in white, bold, sans-serif font. At the bottom of the banner, there is a blue icon of a smartphone with a hand pointing at the screen, and the text "Submit a Tip" below it.