

Safety and Security Guidelines for SPS Partners

1. Make direct contact with building leaders (Principals, Asst Principals, Head Teachers) and lead office administrative staff and provide name of organizations and a complete list of staff serving in the building. Include first and last name, cell numbers and email.
2. Ask school leader and/or main office administrative staff that all partner staff be included on any building specific listerv or group messaging system that sends out building specific announcements (i.e. Talking Points, School Messenger, all staff email). Be sure to update this list regularly with any staff turnover.
3. Know the school building main office number and have accessible.
4. Know the **SPS Safety and Security** contact info and have accessible: 206-252-0707. Security_Office@seattleschools.org.
(This number is staffed 24 hours a day. This number can be helpful if ever any question of activity has occurred in a building and also to report any safety or security concern.)
5. If there is a major critical incident that happens in the school building, be aware of some key components of the SPS response procedures:
 - The district works with our city's Emergency Operation Center, public health department, police and fire to determine our response.
 - Central office security staff will be working to get the most up-to-date information occurring in buildings to share out to families and any necessary next steps.
 - If students are placed in a "shelter in place" or a "lockdown", families will need to be prepared to wait to reunite with their student until the fire or police department have determined that students can be released safely.
 - The district may establish a family reunification site and communicate with families about the location. Families will be welcome to wait at this site until students are released.
 - Because the school is responding to the emergency, frequently the school phones will not be able to be answered as their priority is student safety.
 - Monitor the district webpage and local media and SPS social media for possible updates. Changing school hours is a district-wide event and therefore school delays or daily closures are approved districtwide, on occasion, closures may happen on a school-by-school basis. Please monitor the district's website and local media about these changes.
6. There are various situations and emergencies that may cause school hours or daily routines to be changed, including, but not limited to:
 - **Inclement Weather.** [Please see the district's Snow Plan at for further information.](#)
 - **Shelter-in-Place** is the process of keeping students and staff safe from dangers within the community. Schools would Shelter-In-Place in events such as a hazardous material incident, radiation incident, snowstorm, vague threats, or violence in the community that is not directed at the school. Academics are ongoing. **ACADEMICS ARE ONGOING.**
 - **Lockdown** is the process of protecting students and staff from external and internal dangers. A Lockdown is used when there is an immediate threat of violence in, or immediately around, the school.

Last updated July 2023

- **Evacuation** is defined as the process for totally clearing an area or building due to a dangerous situation. Some reasons for Evacuation include fire, structural damage, or hazardous materials.
- **Reverse Evacuation** is defined as the process for moving students/staff indoors quickly. Some reasons for Reverse Evacuation include gunshots, community violence, school is notified by law enforcement that an armed individual may be in the area, adverse weather conditions, etc.

*The guidelines listed above were collected from the following three **SPS Safety and Security Resources**. It is recommended that these resources be reviewed by all partner staff working in any SPS building on an annual basis*

- SPS Safety and Security Webpage <https://www.seattleschools.org/departments/safety-security/>
- [SPS Safety and Security FAQs](#)
- A comprehensive guide to SPS emergency preparedness : <https://mysps.seattleschools.org/wp-content/uploads/2020/11/guide-to-emergency-preparedness.pdf>