

Section 2. Prevention and Mitigation Plan

2.1 INTRODUCTION

The Unified School District of Antigo has developed a formal strategy to reduce risks to students, school employees, and visitors. This Mitigation Plan describes the prevention measures which have been taken to reduce the likelihood that people may be harmed or property damaged through accidents and intentional acts. This plan is updated annually to ensure that it remains current in addressing new hazards in our rapidly changing society.

Unfortunately, no school is immune from the possibility of the injury or death of persons on campus due to an accident or act of violence. Approximately 20 to 40 violent school deaths have occurred nationwide each year over the past decade in public and private schools. (This figure does not include non-fatal incidents or deaths and injuries due to accidents.) Tragically, most of these incidents could have been prevented. The additional costs in human suffering and in civil liability are beyond calculation.

A formal prevention and mitigation plan offers many benefits. A properly developed plan:

- Ensures that particular potential hazards will be addressed.
- Creates a consistent foundation for prevention efforts.
- Provides a solid framework and a system for integrating school safety efforts.
- Allows school officials to readily demonstrate to parents, students, media and the general public that school safety issues have been properly addressed.
- Reduces civil liability by documenting reasonable efforts made by school officials to reduce risk.
- Improves the position of schools in the process of competing for available government and private grant funds.
- Helps to demonstrate to the community that the school is within standards of current best practices.

2.2 PREVENTION & MITIGATION PLAN

A. Educational/Informational Efforts

1. The District continues to provide a character education program for students.
2. The local police department teaches the Drug Abuse Resistance and Education Program® to fifth grade students each year.
3. Hunter Safety is offered to students and is taught by certified volunteers.
4. The local sheriff's department has initiated a Crime Stoppers Program. The program rewards students for reporting information on illegal weapons and drugs in our schools.
5. The Antigo Fire Department offers a Juvenile Fire Safety program to students involved in attempted arson cases.
6. The District supports the efforts of teen peer groups to educate other students and encourage them to make safe & healthy decisions. Examples of teen peer groups operating within the Antigo School District include: SADD(Students Against Destructive Decisions), AIDS Teen Peers, LAVA (Leaders Achieving Violence Awareness)
7. The District works with the Antigo Police Department to provide crossings guards at hazardous intersections at various locations within the City.
8. The District has developed a patrol guard program for students attending 5th grade in the city.
9. The District's Technology Department has developed internet safety resources, which are made available to teachers, students and parents. The resources were developed to make students aware of the potential hazards of going on line and teaching them safe internet practices.
10. Periodic announcements are made at the High School and Middle School reminding students that weapons, drugs, tobacco, and alcohol are not allowed on school property. These announcements will inform students that significant consequences will result for anyone who is found to have any of these items on school property. The announcements specifically cover contraband in student vehicles.
11. "Consent to Search Vehicle" - Students receive a student handbook at the start of each school year which outlines vehicle parking regulations and guidelines.
12. Each student receives a copy of the student code of conduct at the beginning of the school year. Transfer students are provided with a copy of the student code of conduct when they are admitted to a school.
13. A policy outlining under what circumstances students and their belongings may be searched has been developed, reviewed by qualified legal counsel, and adopted by the board. (Board Policy No.446)
14. A policy outlining when students will be prosecuted for criminal acts on campus has been developed, reviewed by legal counsel, and adopted by the Board. The policy is included in the student code of conduct. (Board Policies 447 & 447.40R)
15. A policy that requires school system employees to report criminal incidents to School District police has been developed, reviewed by legal counsel, and adopted by the Board. District employees have been made aware of this policy through a written memorandum. (Board Policy No.522.30)

16. A brief video presentation explaining the major points of school policies concerning contraband and criminal acts on campus has been developed and shown to High School and Middle School students.

B. Staff Development Efforts

1. All staff members receive training on their roles in the emergency operations plan within the first month of employment.
2. New teachers enroll in Co-Star mentoring program and receive training in classroom management techniques within the first year of employment.
3. As many members as possible of the system-wide crisis response team have attended a workshop on emergency management for schools.
4. All community based school safety working group members have attended an informational seminar relating to the community's role in school safety.
5. Several community based school safety working group members have attended a training program on building a prevention strategy.
6. Numerous members of the crisis response team have attended a workshop on crisis response and recovery.
7. Staff training relating to first aid has been documented in written form, and documentation is maintained by.
8. At least 20% of school employees have attended the Basic First Aid and Basic Cardiopulmonary Resuscitation training programs offered by the American Red Cross each year.
9. The custodial staff has been trained in the proper use of fire extinguishers by a NFPA certified vendor.
10. In compliance with OSHA 29 CFR 1910.145, the District has appointed a Chemical Hygiene Officer and developed a chemical hygiene plan. The plan describes procedures to be used by employees and students to protect them from potential health hazards caused by the exposure of hazardous chemicals.
11. The District employs the services of an environmental/occupational, health & safety consultant to assist in compliance with federal/state health and safety regulations.

C. Policy Issues

1. A dress code policy has been established and is in use throughout the District (Board Policy 443.1).
2. The dress code policy prohibits baggy/sagging pants and requires students to keep shirts tucked in to make it more difficult for students to conceal a firearm and to help prepare them for their future work environments.
3. State Statutes require all school system employees to report criminal acts on school property to a school resource officer as quickly as is practical for the situation.
4. A policy has been established and is in use that defines what articles are considered to be weapons when on school property (Board Policy 443.6).

5. A policy has been established and is in use that requires any student who is suspended/expelled from school be notified in writing that he or she must not enter school property during the period of the suspension/expulsion (Board Policies 447.30 - 447.40R).
6. The High School has a policy in place to restrict student access to vehicles during the day (to prevent students from accessing weapons, drugs, or alcohol).
7. A policy has been established that stipulates conditions that must be met for a student to be able to obtain and retain the privilege of driving and parking on school property. Student parking permit applications contain a statement advising students that school and police officials can search any vehicle that enters school property and any containers in vehicles at any time as a condition of entry onto school property.
8. A policy has been developed providing specific guidance to district personnel on how they can respond to incidents involving threats by individuals to commit acts of violence.

D. Emotional Security Initiatives

1. A Police Liaison Officer program has been established. Middle and High School students have ready access to school resource officers to seek help.
2. Each year, students attend a presentation with the police liaison officer. PLO's strive to project a friendly and professional image to give students a positive association with school police.
3. Students who are found to be in possession of a weapon on school property are referred to a mental health professional for evaluation, if deemed appropriate.
4. A truancy reduction program utilizing a law enforcement component with a mental health component is in operation.
5. Counselors, psychologists, and social workers are available to assist students and parents with mental health issues.
6. Mental Health Mobile Crisis Teams are in place to respond when necessary.
7. WINS school surveys are provided to students and staff inquiring about school climate each school year. Surveys are conducted at every school in the District.
8. The school's mental health staff has access to community resources and provides referrals when appropriate.

E. Fire and Accident Prevention Measures

1. A building inspection is conducted for every school system owned or leased facility once each year. The survey is coordinated by a school safety committee member who has attended formal training on the proper coordination of building inspections. A copy of each inspection report is turned into the Supervisor of Buildings & Grounds and another copy is forwarded to the risk manager. Members of the school safety committee also review the site survey reports each year.
2. Custodians conduct monthly inspections of the playground and associated equipment
3. Custodians conduct monthly inspections of fire extinguishers.

F. Exterior Physical Security Measures

1. Security cameras provide coverage for key outdoor areas at the Middle and High School.
2. Mobile units have been skirted to deny access to unauthorized people.
3. All school parking areas are clearly striped and marked to properly direct traffic.
4. Shrubs at each school have been trimmed to a three-foot height at the beginning of the school year.
5. Signs directing visitors to sign in at the main office are posted at all entrance doors at every school.
6. School officials conduct frequent plain view checks of vehicles on campus for weapons.
7. Students are assigned parking areas and are assigned a permit number at the High School to help deter potential trespassers. Signs at the entrance of each parking lot state that any car without a permit will be towed.

G. Interior Physical Security and Safety Measures

1. Security cameras provide coverage for key indoor areas at the Middle and High School.
2. The school system has established a procedure for random locker inspections to deter students from keeping weapons in lockers.
3. Drug and bomb detection dogs are utilized twice each year to check student lockers and public areas for drugs, firearms, and explosive devices as a deterrent measure.
4. All schools have a visitor badge system in place.
5. Each school tests all fire alarm pull stations twice each year to ensure that they function properly.
6. Each school tests the building intrusion alarm system twice each year.
7. Each school has taken steps to properly secure all desktop computers, VCR's and television sets. Security measures include steps to secure computers against theft and unauthorized access.
8. All television sets that are not wall mounted are either bolted to carts or secured using safety straps.
9. The District has a system in place to ensure that serial numbers are on file for school system property.
10. Valuable school property has been clearly marked to identify it as school property.
11. Custodial personnel are instructed to report graffiti threatening in nature to principal. When appropriate, the graffiti is photographed, and reported to law enforcement in a timely manner. Graffiti will be removed as soon as possible.
12. The District uses an internet filtering system. These filtering systems prevent access to sites containing pornography, hate groups, and sites relating to weapon and bomb making materials. The filters are tested through use to make sure they work while not blocking sites needed by students for schoolwork.
13. Each school has developed a system to restrict access to the building during the day by keeping specified doors locked when not in use.

14. The District Safety Design Team evaluates all building construction and renovation plans early in the design process and makes recommendations to enhance the level of safety through design features (CPTED and target hardening).
15. Local emergency management, fire service and law enforcement officials have an opportunity to review building construction and renovation plans early in the design process. These officials are afforded an opportunity to make comments on safety and emergency management concerns.
16. The District requires that the architectural firm awarded a building construction or renovation project must have at least one CPTED-trained design team member.

H. Measures Relating to Pupil Transportation Safety

1. All school buses have been equipped with two-way radios.
2. The transportation radio system is monitored by the busing contractors and Sheriff's Dispatch Center during normal student transportation hours.
3. Bus drivers conduct a brief safety & foreign object inspection each morning before beginning their route.
4. All District buses are inspected annually by representatives from the State Department of Public Safety.
5. A basic safety inspection is conducted by bus contractor personnel whenever a bus comes in for service.
6. Each bus contains an emergency evacuation kit (written procedures).
7. Each bus is equipped with a first aid kit.
8. Each bus has been equipped with a spill decontamination kit to address potentially hazardous situations involving biological hazards due to fluids (such as blood).
9. Bus companies are required by contract to conduct evacuation drills at least twice each year. Elementary students in the District and faculty members participate in a bus evacuation drill at least once each year. Drills include students who do not ride the bus to school so they will be prepared in the event of field trips or emergency evacuations that involve transportation by school bus.
10. Each school bus is equipped with a fire extinguisher.
11. Each school bus is equipped with an emergency roadside kit.
12. A criminal history check and a driver's history check are conducted prior to employment for a bus driver position.
13. Bus drivers attend at least two mandatory safety meetings each year with briefings from various public safety agency personnel.
14. Bus drivers receive training on effective student discipline strategies.
15. A protocol has been established for SWAT Team response to bus incidents involving accidents with injuries, acts of physical violence involving students, hostage situations, and reports involving students who have a weapon.
16. Bus drivers receive training on communications skills and levels of maturity of students.

I. Emergency Preparedness Measures

1. Each school has an emergency operations plan that has been approved by the State Department of Education and the State Emergency Management Agency. The District plan includes the following specific protocols:
2. PROTOCOLS
 - Incident Command System
 - Code Yellow - Hold Lock
 - Code Red - Hold Lock Secure
 - Code Green - Resumption of Normal Activities/Reverse Evacuation
 - Code Blue - Medical emergency first responders
 - Mental Health Critical Incident Protocol (Mobile Crisis Team) - Pre-recovery phase
 - Death /Suicide/Attempted Suicide/Mental Health
 - Kidnapping/Missing Child/Abuse Reporting
 - Sexual Assault
 - Remote Evacuation and Family Reunification
 - Medical / Food Contamination/Public Health Emergencies (flu pandemic)
 - Special Needs Persons Protocol
 - Bomb Threats/Telephone Threats/Suspicious Packages
 - Weapons Use
 - Intruder/Suspicious Persons
 - Transportation (Bus) Accident
 - Chemical/Hazardous Materials Release Incidents
 - Evacuation - Fire
 - Tornado
 - Shelter in Place
 - Flooding
 - Utility Failure
 - Media
 - Wildfires
3. Each school has a crisis response team.
4. Each school conducts a fire drill nine times each year.
5. Each school conducts a tornado drill two times each year.
6. Each school conducts a lockdown drill one time each year.
7. The District Central Office and CESA 9 will support each school crisis response team.
8. The overall crisis response team conducts at least one tabletop and at least one functional or full-scale school crisis exercise each year.
9. Each school has a site survey every year that is coordinated through the District Safety Committee.
10. Each school has a quick reference emergency flip chart to supplement the school emergency operations plan and these are issued to all teachers
11. All bomb threats are to be reported to the District Administrator and investigated.
12. The local emergency management agency conducts a disaster preparedness seminar four times each year.

J. Proper Documentation

1. A copy of each school's crisis plan is on file in the District Administrator's office.
2. The District Administrator maintains a copy of each year's prevention and mitigation plan for five years.
3. A copy of each fire and accident inspection sheet is kept on file at the Central Office for three years.
4. A copy of each school's site survey report is kept on file at the Central Office for three years.
5. A copy of all safety related employee training rosters is kept on file at the Central Office for three years.

K. Employee/Volunteer and Contractor Screening

1. All candidates for employment undergo a criminal history check and evaluation prior to placement in a position. This practice is followed for part-time and temporary employees.
2. The background check for personnel who will drive Board of Education vehicles includes a driver's history check.
3. All volunteers undergo a criminal history check before being placed in a position to supervise children.
4. All contractors who will have full time, part time, and temporary employees are notified in writing that these personnel will have to be screened by the school system's background investigation process before they are allowed to work on school property.

L. Food Service Safety Efforts

1. All food service employees receive a safety briefing as part of their employee orientation.
2. The safety briefing includes proper food handling procedures, measures to prevent accidental or intentional food and beverage contamination, food and beverage security measures, employee safety, and the proper operation of fire safety systems and equipment.
3. Personnel from the fire department periodically conduct fire prevention briefings for food service personnel.
4. Food service personnel periodically receive informational briefings from area public health personnel.

M. Special Event Security Considerations

1. Facilities owned by and regularly leased by the District are included in the annual site survey process.
2. The Athletic Director will determine facility needs and, if necessary, consult with school police to determine needs for security personnel for special events.