



# MASTER PLAN

## Safety and Security

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**Course Group Number:** 10454783

## **Purpose**

The School Board of Broward County, Florida is committed to ensuring that all students receive a quality education within a safe and secure learning environment. The development and implementation of the District's Active Assailant Response Protocol is an essential component of its comprehensive staff development plan and supports Broward County Public Schools' Strategic Goal of a Safe & Supportive Environment. We recognize that students and staff need to feel safe and supported to achieve at their maximum potential; therefore, we strive to develop safety protocols which foster safer school environments and administrative offices, and will allow students to attend school in a safe and secure environment that is conducive to learning.

Maintaining a safe school environment is everyone's responsibility. The Safety and Security Master Plan was prepared with that in mind. While this process may not address every possible emergency, training is designed to provide an easily understood and adaptable approach to potential emergencies utilizing the Department of Education's Cycle of Emergency Preparedness: *Prevention, Mitigation, Response, and Recovery*. Although the exact timing of a critical incident is unpredictable, it is through the process of practice and in-service training that all staff and students become familiar with effective responses to school emergencies that are transferable regardless of which critical incident occurs. The Master Plan will monitor skills enhancement for implementation and effectiveness via observed practices and implementation of training protocols.

This Master Plan also addresses all mandatory professional learning that is required for various work groups or all district employees but does not evaluate the effectiveness of the compliance event. The Master Plan will allow us to monitor the fulfillment of district, state, and Federal mandates by maintaining course rosters, certificates of completion, or assessments as documentation of completion.

## **Needs Assessment**

State requirements and shared responsibilities regarding safe schools underscore the need to reinforce a comprehensive approach to school emergency preparedness. In accordance with the rules of the Florida Department of Education, district school boards operate, control, and supervise all public schools in their respective districts and are required to make a reasonable effort to provide a learning environment free from harmful conditions [230.03(2), FS], [230.23(6)(c,d), FS], [6B-1.006(3)a, FAC]. Rules require that a reasonable effort be made to protect students from harmful, unhealthy and/or unsafe conditions. [6B-1.006(3)a, FAC]. The Marjory Stoneman Douglas High School Public Safety Act [SB 7026 (Chapter 2018-3, L.O.F.)] comprehensively addresses gun violence on school campuses. The law promotes school safety and enhanced coordination between education and law enforcement entities at the state and local level.

The tables on the following pages describe the Desired Outcomes for professional learning in support of each role associated with this Master Plan.

# Desired Outcomes and Performance Indicators

## Desired Outcomes

The tables on the following pages describe the Desired Outcomes for professional learning in support of each role associated with Safety and Security. A summary of Desired Outcomes is below:

### 1.0 Campus Monitor, Security Specialist, Campus Security Manager

1.1 Guides all school-based staff to understand the relationship between Districtwide safety, site facilities, and use of technology to promote school emergency preparedness

### 2.0 Individuals

2.1 Complies with all Federal, State, and District compliance mandated training.

2.2 Actively employs the use of all safety & security protocols associated with each task.

### 3.0 Supervisor/Administrator

3.1 Demonstrates the ability to be a role model who enhances safety, security, and level of preparedness in the work and learning environment.

3.2 Applies best practices of safety and security protocols.

3.2 Holds staff accountable for decisions and implementations related to safety and security.

### 4.0 Compliance

4.1 The District will comply with all district mandates by ensuring that all employees complete the requirements.

4.1 The District will comply with all state mandates by ensuring that all district employees complete the requirements.

4.3 The District will comply with all Federal mandates by ensuring that all district employees complete the requirements.

## Desired Outcomes and Performance Indicators

<b>1.0 Campus Monitor, Security Specialist, Campus Security Manager</b>
<b>1.1 Desired Outcome:</b> Guides all school-based staff to understand the relationship between districtwide safety, site facilities, and use of technology to promote school emergency preparedness.
<b>Performance Indicators</b>
<ul style="list-style-type: none"> <li>➤ Use of Threat assessment strategies to determine whether a student poses a threat of violence or that they have intent and means to carry out the threat.</li> <li>➤ To prevent violence using threat assessment and intervention strategies.</li> <li>➤ Initiate and follow threat assessment procedures that are clearly communicated to staff and families</li> <li>➤ Take steps that include contacting the appropriate school administrator, the school crisis team leader, the school-employed mental health professional and/or local law enforcement immediately to address any potential threats of violence.</li> <li>➤ Identify and refer students in need of mental and behavioral health services.</li> <li>➤ Regularly examine the use/effectiveness of all physical security measures (e.g., cameras, metal detectors, armed and unarmed security personnel).</li> <li>➤ Creating a welcoming environment that values diversity, collaboration, community, and family engagement.</li> <li>➤ Establishing a clear and enforceable check-in/check-out system that includes visitor identification and training for school staff to recognize and report individuals who are not properly identified.</li> </ul>

## Data Collection

<b>Data Collection Plan: Campus Monitor, Security Specialist, and Campus Security Manager</b>			
Level of Measurement	Instrument/Data Type	Frequency	Responsible for Collecting Data
Participants' Reactions	Attendance and feedback from LAB management system detailing Vector Online Courses, Professional Development and New Hire course training completed.	After each course	Trainers and Area Security Managers
Participants' Learning	Employee progress in completing New Hire, Professional Development and Vector Online Course Training.	After each course	Trainers and Area Security Managers
Organizational Supports	District records of New Hire Training, Professional Development and Vector Online In-Service course outcomes.	After each course	Trainers and Area Security Managers
Participants' Practice	Employees' ability to demonstrate the knowledge of the Vector online In-Service, new hire and professional development courses at the job setting.	After each course	Trainers and Area Security Managers

## Desired Outcomes and Performance Indicators

<b>2.0 Individual</b>			
<b>2.1 Desired Outcome:</b> Complies with all Federal, State, and District compliance mandated training(s).			
<b>Performance Indicators</b>			
Level 4	Level 3	Level 2	Level 1
100% completion of mandated compliance training.	75%-99% completion of mandated compliance training.	50%-74% completion of mandated compliance training	50% or less completion of mandated compliance training.
<b>2.2 Desired Outcome:</b> Actively employs the use of all safety & security protocols associated with each task.			
<b>Performance Indicators</b>			
Level 4	Level 3	Level 2	Level 1
<ul style="list-style-type: none"> <li>• 100% use of safety protocols. Zero incidents that negatively impact safety and security of students, staff, visitors, and property.</li> <li>• Reminds colleagues of proper safety &amp; security protocol.</li> </ul>	<ul style="list-style-type: none"> <li>• 85% use of safety protocols. Few incidents that negatively impact safety and security of students, staff, visitors, and property.</li> <li>• Shares observations from the “field” and suggests team discussion.</li> </ul>	<ul style="list-style-type: none"> <li>• 70% use of safety &amp; security protocols. 50% Reduction in # of incidents/ that negatively impact safety and security of students, staff, visitors, and property.</li> <li>• Reports incidents to supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• 50% use of safety &amp; security protocols. Does not report injury occurrences to supervisor.</li> </ul>

## Data Collection

<b>Data Collection Plan: Individuals</b>			
<b>2.1 Desired Outcome:</b> complies with all Federal, State, and District compliance mandated training(s).			
<b>Data Collection Plan: Individual</b>			
Level of Measurement	Instrument/Data Type	Frequency	Person or Division Responsible for collecting Data
	Attendance and feedback from LAB management system detailing	After	Trainers and Area

Participants' Reactions	Vector Online Courses, Professional Development and New Hire course training completed.	each course	Security Managers
Participants' Learning	Employee progress in completing New Hire, Professional Development and Vector Online Course Training.	After each course	Trainers and Area Security Managers
Organizational Supports	District records of New Hire Training, Professional Development and Vector Online In-Service Course outcomes.	After each course	Trainers and Area Security Managers
Participants' Practice	Employees' ability to demonstrate the knowledge of the Vector online In-Service, new hire and professional development courses at the job setting.	After each course	Trainers and Area Security Managers

**2.2 Desired Outcome:** Actively employs the use of all safety and security protocols associated with each task.

### Performance Indicators

Level 4	Level 3	Level 2	Level 1
<ul style="list-style-type: none"> <li>• 100% use of safety &amp; security protocols. Zero incidents that negatively impact the safety and security of students, staff, visitors, and property.</li> <li>• Reminds colleagues of proper safety and security protocol.</li> </ul>	<ul style="list-style-type: none"> <li>• 85% use of safety &amp; security protocols. Few incidents that negatively impact safety and security of students, staff, visitors, and property.</li> <li>• Shares observations from the "field" w/ supervisor and suggests team discussion.</li> </ul>	<ul style="list-style-type: none"> <li>• 70% use of safety &amp; security protocols. 50% Reduction in the number of incidents that negatively impact safety and security of students, staff, visitors, and property.</li> <li>• Reports incidents to supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• 50% use of safety &amp; security protocols. Does not report injury occurrences to supervisor.</li> </ul>

## Desired Outcomes and Performance Indicators

### 3.0 Supervisor and Administration

**3.1 Desired Outcome:** Demonstrates the ability to be a role model who enhances safety, security, and level of preparedness in the work and learning environment.

#### Performance Indicators

- To prevent violence using threat assessment and intervention strategies.
- Use of Threat assessment strategies to determine whether a student poses a threat of violence or that they have intent and means to carry out the threat.
- Initiate and follow threat assessment procedures that are clearly communicated to staff and families.
- Take steps that include contacting the appropriate school administrator, the school crisis team leader, the school-employed mental health professional and/or local law enforcement immediately to address any potential threats of violence.
- Identify and refer students in need of mental and behavioral health services.
- Regularly examine the use/effectiveness of all physical security measures (e.g., cameras, metal detectors, armed and unarmed security personnel).
- Creating a welcoming environment that values diversity, collaboration, community, and family engagement.
- Establishing a clear and enforceable check-in/check-out system that includes visitor identification and training for school staff to recognize and report individuals who are not properly identified.

**3.2 Desired Outcomes:** Applies best practices of safety and security protocols.

#### Performance Indicators

Level 4	Level 3	Level 2	Level 1
Demonstrates effective leadership ability. Provides skill enhancement activities to improve performance. Employs motivational strategies which promote confidence and drive positive mindset shifts and increase moral and safety awareness.	Employ expected behaviors. Supervises and monitors safety staff and the work environment effectively and documents incidences according to protocol.	Employ's safety and security protocols. Aware of leadership skills.	Use safety practices but unfamiliar with diversity of leadership styles and the impact of effective leadership.

**3.3 Desired Outcome:** Holds staff accountable for decisions and implementation related to safety and security

**Performance Indicators**

Level 4	Level 3	Level 2	Level 1
Actively promotes enhanced training and professional development. Provides effective leadership and training opportunities. Employs effective coaching strategies and feedback in a positive manner. Assists in implementing effective change.	Suggests taking advantage of training opportunities. Employ some leadership skills. Provides applicable feedback during evaluation periods.	Require assistance in employing effective leadership skills consistently. Observes and errors but fail to recognize when effective work is being performed. Uncomfortable with taking corrective actions.	Little too no active supervisory engagement of staff 's onsite performance.

**Data Collection**

<b>Data Collection Plan: Supervisors and Administration</b>			
Level of Measurement	Instrument/Data Type	Frequency	Responsible for Collecting Data
Participants' Reactions	Attendance and feedback from LAB management system detailing Vector Online Courses, Professional Development and New Hire course training completed.	After each course	Trainers and Area Security Managers
Participants' Learning	Employee progress in completing New Hire, Professional Development and Vector Online Course Training.	After each course	Trainers and Area Security Managers
Organizational Supports	District records of New Hire Training, Professional Development and Vector Online In-Service course outcomes.	After each course	Trainers and Area Security Managers
Participants' Practice	Employees' ability to demonstrate the knowledge of the Vector online In-Service, new hire and professional development courses at the job setting.	After each course	Trainers and Area Security Managers



## Performance Indicators

<b>4.0 Compliance</b>			
<b>DISTRICT MANDATE</b>			
<b>4.1 Desired Outcomes:</b> The District will comply with all district mandates by ensuring that all employees complete the requirements.			
Level 4	Level 3	Level 2	Level 1
District is in full compliance (100%) for the mandate.	75% of the targeted employees completed the mandate.	50% of the targeted employees completed the mandate.	District is out of compliance for the mandate.
<b>STATE MANDATE</b>			
<b>4.2 Desired Outcome:</b> The District will comply with all state mandates by ensuring that all district employees complete the requirements			
Level 4	Level 3	Level 2	Level 1
District is in full compliance (100%) for the mandate.	75% of the targeted employees completed the mandate.	50% of the targeted employees completed the mandate.	District is out of compliance for the mandate.
<b>FEDERAL MANDATES</b>			
<b>4.3 Desired Outcome:</b> The district will comply with the requirements of the mandate by ensuring that those targeted in the mandate do complete all requirements.			
Level 4	Level 3	Level 2	Level 1
District is in full compliance (100%) for the mandate.	75% of the targeted employees completed the mandate.	50% of the targeted employees completed the mandate.	District is out of compliance for the mandate.

## Evaluation Plan

<b>Level 1. Participant Reactions</b>		
<b>Audience</b>	<b>Mid-Year Evaluation</b>	<b>End-of-Year Evaluation</b>
Individual	Upon completion of training, participants will complete Training Feedback form in Professional Development Management System (LAB).	Annual summary of feedback and attendance from LAB.
Supervisor/Administrator		
Campus Monitor		
Security Specialist		
Campus Security Manager		
<b>Level 2. Participant Learning</b>		
<b>Audience</b>	<b>Mid-Year Evaluation</b>	<b>End-of-Year Evaluation</b>
Individual	All participants will demonstrate acquisition of the knowledge and skills associated with each training through written and performance-based tests before being marked complete.	Annually review the knowledge and skills associated with each training and adjust skills as needed.
Supervisor/Administrator		
Campus Monitor		
Security Specialist		
Campus Security Manager		
<b>Level 3. Organizational Support</b>		
<b>Audience</b>	<b>Mid-Year Evaluation</b>	<b>End-of-Year Evaluation</b>
Individual	Ongoing communication with school-based administrators at school sites regarding expectations of each role.	Annual review of assignment of security personnel to all schools and assessment of need for recruitment and assignment of additional staff.
Supervisor/Administrator		
Campus Monitor		
Security Specialist		
Campus Security Manager		
<b>Level 4. Participants' Use of New Knowledge and Skills</b>		
<b>Audience</b>	<b>Mid-Year Evaluation</b>	<b>End-of-Year Evaluation</b>
Individual		

Supervisor/Administrator	Employee Evaluation	Summary of Employee Evaluations
Campus Monitor		
Security Specialist		
Campus Security Manager		