



INFORMATION ONLY

Security & Safety Reminders

T-Wolf Staff,

We have had a great launch to the 2021-2022 school year. Now, after 2 full months of in-person instruction I am sending out a refresher on building Security & Safety. Please continue reading regarding the following key pieces of information to keep our staff and students safe.

- Employee badges
- Signage around the school
- Exterior door programming via schedules
- Mail room door
- Sonitrol
- **After school activities and supervision**
- Message to ALL Instructors in portables
- Staff exiting school during school hours

Employee Badges: All employees must always have a visible district badge on, this includes student teachers, outside contracted specialists, & district substitutes. If you notice someone in the building without ID, please contact the main office. If you lost your district badge, please notify Sukawt immediately so the badge can be de-activated.

Signage around the school: Security staff will be posting signs around all exterior doors with the signage below. It's important that once school starts students must enter through the main entrance, regardless of classroom location. Below are samples of the signs.

Outside Doors	Inside Doors	School Main Entrance through the office

Exterior Door Programming Via Schedules: In 2018-2019 Jackson High school was one of many schools within the district to have programmed exterior doors and key card access.

What this means? Certain doors are scheduled to be locked and unlocked during certain times.

What doors does this impact? Annex doors, Gym right side door, main entrance both right and left side, double doors between the library and counseling center, doors toward the new portables, D-Wing doors.

What doors are being scheduled? Regularly we are only scheduling Annex, Main Entrance, doors by the new portables, the double doors between the library and counseling center are only being unlocked in the A.M. for the start of school.

What happens if we need to lock-down? In case of any emergency, we can immediately lockdown all doors, without sending someone to physically lock each door.



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Mail Room Door: We have been locking the hallway mail room door between 2:45-3:00 pm. We ask that you please lock the door after using your key when its locked. We have staff that are working in the back-office area, and we have been seeing students enter through the mail room door. So please lock it.

Sonitrol:

What is a Sonitrol code? It's a security access code to the building that is unique to each employee.

Please do not share your code with any other employee. Please treat it like you would your social security number, for example:

- If anyone needs a code, please request one from Sukawt. If you encounter problems on a weekend or after hours, contact Sonitrol.
- When entering the building after hours and the building is "ARMED" please DISARM, by using your Sonitrol code, you have 30 seconds, before the PD is notified by the security company.
- If you are here late after hours or on a non-school day, it is YOUR responsibility to be sure that either you or someone else will set the alarm when leaving.
- Unless you know for sure someone is in your Sonitrol zone, (A, B, C/D wing or Portables) and you have communicated with them that you're leaving, please use the intercom and say,
"Hi, if anyone is in building [your location], please dial [your extension]. I will be coding out in about one minute." (repeat one more time)
If someone calls you, let them know they will need to code out. If no one calls you, please set the alarm before you leave.

What is the intercom code?

CODE: *0115 (PAUSE) #08 (Please do not keep this code in a visible location for students)

After School Activities & Supervision: Any staff member that is meeting with a group of students after school must remain with that group and supervise. If students are found after school unsupervised, they will be asked to exit the building. If you are an advisor or coach and are unable to supervise please contact your administrator to help arrange coverage. Students should not be staying after school if they are unsupervised.

Message to ALL Portable Instructors: Please manage your portable key cards closely and have a sign-in & sign-out sheet for students when portable key cards are being used. We have been seeing a large volume of key cards missing. It's your responsibility to notify Sukawt immediately once a key card is missing so it can be de-activated.

Staff exiting the building: Staff, if you are leaving the school for your lunch, picking up materials, or any other reason please sign out at the main office using the clipboard on the counter, or e-mail JHSQuestions@everettsd.org Please know that you must sign back in once you return. If you use the e-mail method, please send an e-mail saying your back on campus once you have returned.

We would like to thank everyone for playing a valuable role in keeping our school safe!
Please feel free to reach with any questions or concerns.

We appreciate you,

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&

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