

Responses to Connecticut Situation Timeline

ACTION	RESPONSIBLE	DATE/TIME	STATUS
Met with LLT	LLT	Dec. 14, 2012	Completed
Drafted Letter to Staff	LLT	Dec. 14, 2012	Completed
Sent Letter to Staff	Diana Gulotta	Dec. 14, 2012	Completed
Sent Fax to the Board of Education	Katie Hinnners-Mueller	Dec. 14, 2012	Completed
Drafted Safety Reminders to Principals	LLT	Dec. 14, 2012	Completed
Sent Safety Reminders to Principals	Julia Burke	Dec. 14, 2012	Completed
Contacted St. Louis County, Hazelwood and Florissant Police Departments	Julia Burke	Dec. 14, 2012	Completed
St. Louis County, Florissant and Hazelwood Police Departments on Site at all Elementary Schools for Dismissal	Julia Burke	Dec. 14, 2012	Completed
Sent HSD Email Extra and Tips for Teachers and Parents	Diana Gulotta	Dec. 14, 2012	Completed
Contacted Board of Education Members	Dr. Grayling Tobias	Dec. 14, 2012	Completed
Sent Email Extra to the Board	Katie Hinnners-Mueller	Dec. 14, 2012	Completed
Sent Timeline and Tips for Teachers and Parents to the Board	Katie Hinnners-Mueller	Dec. 14, 2012	Completed
LLT Members on Site at Elementary Schools During Dismissal	LLT	Dec. 14, 2012	Completed
Auto-Dialer Phone Call to Staff	Dr. Grayling Tobias Diana Gulotta Angie Korte	Dec. 16, 2012	Completed

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LLT Members on Site at Elementary Schools During Arrival	LLT	Dec.17, 2012	Completed
Meeting with Florissant Police Department and Fire Protection District	Dr. Grayling Tobias Julia Burke Audrey Cherry-Bates Diana Gulotta	Dec. 18, 2012	Completed
HSD E-Mail Extra about meeting with Florissant Police Department and Fire Protection District	Diana Gulotta	Dec. 18, 2012	Completed
Media release about meeting with Florissant Police Department and Fire Protection District	Diana Gulotta	Dec. 18, 2012	Completed
Meeting with Hazelwood Police Department and Fire Department, St. Louis County Police Department, Robertson and Florissant Valley Fire Protection Districts	Dr. Grayling Tobias Julia Burke Audrey Cherry-Bates Diana Gulotta	Dec. 19, 2012	Completed
Developed safety plans for all schools in response to Dec. 21 threat	Julia Burke	Dec. 19, 2012	Completed
Communicated campus safety plans to principals	Julia Burke	Dec. 19, 2012	Completed
Collected safety plans for Latch Key	Julia Burke	Dec. 20, 2012	Completed
Collected parent phone calls regarding safety	Julia Burke	Dec. 20, 2012	Completed

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Collected data from counselors on numbers of students counseled regarding safety	Julia Burke	Dec. 20, 2012	Completed
Attendance at Regional Safe Schools Meeting	Julia Burke Audrey Cherry-Bates	Dec. 20, 2012	Completed
HSD E-Mail Extra reiterating safety	Diana Gulotta	Dec. 20, 2012	Completed
Meeting with executive director of YMCA to discuss Latch Key safety procedures	Julia Burke Audrey Cherry-Bates	Dec. 21, 2012	Completed
School maps and most current aerial photos emailed to all first responders	Audrey Cherry-Bates	Dec. 21, 2012	Completed
Meeting with Florissant Police Department regarding SRO at Northwest Middle	Julia Burke Audrey Cherry-Bates	Dec. 27, 2012	Completed
Contact Dr. Tobias and LLT to inform of the new SRO for Northwest Middle	Julia Burke	Dec. 27, 2012	Completed
Inform Dr. Hobbs of the SRO Dustin Owen's start date of January 7, 2013	Julia Burke	Dec. 27, 2012	Completed
Decision made to notify staff, parents and the community about the SRO immediately	Dr. Grayling Tobias Julia Burke	Dec. 27, 2012	Completed
Provide Dr. Hobbs with a brief overview of the SRO program	Julia Burke	Dec. 27, 2012	Completed

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E-Mail and Auto-Dialer Communication with parents regarding addition of SRO at Northwest Middle	Diana Gulotta Willicia Hobbs Angie Korte Aaron Hoffmann	Dec. 28, 2012	Completed
Notify staff, parents and community of the Open House to welcome Officer Dustin Owen.	Willicia Hobbs	Dec. 28, 2012	Completed
Schedule a meeting to meet Officer Owen	Willicia Hobbs Audrey Cherry-Bates	Dec. 28, 2012	Completed
Assign Dr. Hobbs a mentor to assist in creating a positive working relationship with the SRO	Julia Burke	January 3, 2013	Completed
Follow-up meeting with all emergency responders to review Intruder-Lockdown procedures, Summer Safety Symposium, Crisis Simulation Training, Parent Education	Dr. Grayling Tobias Julia Burke Audrey Cherry-Bates Fire Officials Police Officials Don Kettenbach Board Members	January 3, 2013	Completed
Meet with SRO Owens at Northwest Middle	Willicia Hobbs Audrey Cherry-Bates Julia Burke	January 3, 2013	Completed
Discuss the Alert, Lockdown, Inform, Counter, Evacuate and Intruder-Lockdown procedures with HNEA President Diane Livingston	Julia Burke Audrey Cherry-Bates	January 3, 2013	Completed

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Diane Livingston invited to attend the security officer's professional development to gain more understand of the Alert, Lockdown, Inform, Counter Evacuate program	Julia Burke	January 4, 2013	Completed
Overview of Alert, Lockdown, Inform, Counter, Evacuate program (ALICE) for the Security Officers' professional development	Audrey Cherry-Bates St. Louis County Police Florissant Police Hazelwood Police	January 4, 2013	Completed
Updated the HSD Intruder-Lockdown Procedure to include general components of Alert, Lockdown, Inform, Counter, Evacuate program. Counter will be to protect/prepare.	Julia Burke Audrey Cherry-Bates	January 7, 2013	Completed
Present the HSD Intruder-Lockdown Procedures-Revised to the Board	Julia Burke	January 8, 2013	Completed
Develop a safety plan for the Latchkey program	Audrey Cherry-Bates John Hasse Carly Newman Phillip Hatten Nellie Kasabova Mark Pacatte	January 8, 2013	Completed
Provide the Latchkey staff with District cell phones as part of the safety plan	Audrey Cherry-Bates Tammy Walker	January 9, 2013	Completed

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Communicate Latchkey Safety Plan to principals	Audrey Cherry-Bates	January 9, 2013	Completed
Communicate the Safety updates in the public session of the Board Meeting	Julia Burke	January 15, 2013	Completed
Police and fire officials to attend our Board Meeting in January	Dr. Grayling Tobias	January 15, 2013	Completed
SRO Program Overview and Training for the school resource officers along with their respective principals	Julia Burke Audrey Cherry-Bates	January 22, 2013	Completed
Review and update Safety Plans for Herbert Hoover Boys and Girls Clubs at Southeast Middle and East Middle	Audrey Cherry-Bates Chauncey Granger Gary Jansen Herbert Hoover Site Coordinators	January 22, 2013	Completed
Open House for SRO Dustin Owen at Northwest Middle	Willicia Hobbs	January 23, 2013	Completed
Communicate our Parent Engagement Forums on School Safety via various modes of communication	Diana Gulotta	January 23, 2013	Completed
Established a process for all staff to report anonymously their safety concerns and suggestions	Audrey Cherry-Bates	January 28, 2013	Completed

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Ensure door locks comply with safety codes and provide safety for students and staff	Julia Burke Audrey Cherry-Bates Tom Mangogna	January 31, 2013	Completed
HSD Intruder/Lockdown Procedures-Revised Training for administrators, ACE directors, security officers, SRO's, directors focusing on the components of Alert, Lockdown, Inform, Counter, Evacuate	Julia Burke Audrey Cherry-Bates Florissant Police Hazelwood Police St. Louis County Police Board Members	Feb. 13, 2013	Completed
Revised the School Emergency Operations Manual	Julia Burke Audrey Cherry-Bates	Feb 13, 2013	Completed
Meet with Tom Mangogna to evaluate door locks, card readers for main entrances, phone systems to communicate intruder alert by teachers	Audrey Cherry-Bates Julia Burke Tom Mangogna	Feb 14, 2013	Completed
Develop a safety video to be shared with the community	Diana Gulotta Hal Donovan	Feb. 15, 2013	Completed
Media press release about the Parent Engagement Forums on School Safety	Diana Gulotta	Feb. 15, 2013	Completed
Visitor Procedure reminders sent to principals	Julia Burke	Feb 19, 2013	Completed

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Meet with Tom Mangogna to prioritize security updates and determine cost	Audrey Cherry-Bates Tom Mangogna Julia Burke	Feb. 28, 2013	Completed
Order keys for the substitute teachers	Dwight Lindhorst Tom Mangogna Audrey Cherry-Bates Julia Burke	March 22, 2013	Completed
Identify exit doors with a larger number and purchase the numbers	Audrey Cherry-Bates Mike Thelen	March 22, 2013	Completed
Identify classrooms with numbers on the windows	Audrey Cherry-Bates Tom Mangogna	March 22, 2013	Completed
Re-evaluate the safety procedures at The HSD Learning Center and the receptionist area	Audrey Cherry-Bates Julia Burke LLT Board of Education	March 29, 2013	Completed
External and Internal Safety Audit for every building in the District	Police Departments Audrey Cherry-Bates Tom Mangogna	June 2013	Completed
Crisis Simulation Drill led by police and fire departments for middle and high schools	Julia Burke Audrey Cherry-Bates	September - October 2013	Completed

HSD School Emergency Operations Training Timeline

ACTION	RESPONSIBLE	DATE/TIME	STATUS
HSD School Safety Partnership Meeting to discuss including Alert Lockdown Inform, Counter, Evacuate in the Lockdown-Intruder Drill Procedures with the Police and Fire Officials	Dr. Grayling Tobias Julia Burke Audrey Cherry-Bates	January 3, 2013	Completed
Security Officers receive an overview of the Alert Lockdown, Inform, Counter, Evacuate protocol as part of their professional development	Audrey Cherry-Bates, St. Louis County, Hazelwood and Florissant Police Departments	January 4, 2013	Completed
The Revised HSD Intruder Lockdown Procedures will be shared with HNEA Executive Committee	Dr. Grayling Tobias Julia Burke	January 9, 2013	Completed
The HSD Intruder-Lockdown Procedure-Revised will be shared with administrators via email	Julia Burke	January 9, 2013	Completed
The Revised HSD Intruder Lockdown Procedures will be shared with Key Communicators	Dr. Grayling Tobias Julia Burke	January 10, 2013	Completed
SRO-Principal Team Professional Development	Julia Burke Audrey Cherry-Bates Police Departments	January 22, 2013	Completed
Safety Efforts shared with Student Advisory Committee	Dr. Grayling Tobias Julia Burke	January 28, 2013	Completed

HSD School Emergency Operations Training Timeline

The Revised HSD Intruder Lockdown Procedures will be shared with the Teacher Advisory Committee	Dr. Grayling Tobias Julia Burke	January 28, 2013	Completed
The Revised HSD Intruder Lockdown will be titled Emergency Intruder Procedures	Julia Burke Audrey Cherry-Bates Police Departments	Feb. 10, 2013	Completed
The Emergency Intruder Procedures approved by the LLT	LLT	Feb. 11, 2013	Completed
The District's School Emergency Operations Manual will be updated. All procedures will be reviewed	Julia Burke Audrey Cherry-Bates Maxine Valdez	Feb. 12, 2013	Completed
Alert, Lockdown, Inform, Counter, and Evacuate Workshop for Principals and Directors, Security Officers, and School Resource Officers	St Louis County Police Department in collaboration with Florissant and Hazelwood Police Departments Julia Burke Audrey Cherry-Bates	Feb 13, 2013	Completed
Input into how to differentiate the Alert, Lockdown, Inform, Counter, Evacuate procedures at the elementary, middle and high school levels	Principals Police Officials Directors Security Officers School Resource Officers LLT Board Members	Feb. 13, 2013	Completed

HSD School Emergency Operations Training Timeline

Emergency Intruder Procedures will become a part of the School Emergency Operations Manual and will be given to principals, directors police officials and board members	Julia Burke Audrey Cherry-Bates	Feb. 19, 2013	Completed
Parents Engagement Forums on School Safety	Grayling Tobias Julia Burke Audrey Cherry-Bates Diana Gulotta Police Departments Fire Departments Student Panel	Feb. 20 at CHS Feb. 27 at EHS March 6 at WHS 6:00pm-7:30pm	Completed
Principals will review the Revised School Emergency Operations Procedures with all staff	Principals	March 1, 2013	Completed
Communication Plan will be developed to educate parents/community on the Safety Updates. St Louis County Police do not recommend that we share our Emergency Intruder Procedure with the public due to safety reasons	Diana Gulotta Julia Burke	May 20, 2013	Completed
Summer Safety Symposium for custodians and maintenance	Audrey Cherry-Bates Julia Burke Police Department	July 2013	Completed

HSD School Emergency Operations Training Timeline

Teachers and staff will receive training on the Revised Emergency Intruder Procedures and other emergency procedure updates	Julia Burke Audrey Cherry-Bates St Louis County Police Tactical Operations Unit Local Police Departments	August 6-8, 2013	Completed
CPR/First Aid Training for Crisis Team Building Members	Crystal Nelson Julia Burke	August – December 2013	Completed