

Safety Security Specialist Responsibilities/Duties

- SRP - Standard Response Protocol Guides - updating as needed
- Creating monthly Safety/Security Agendas
- Establishing calendar meetings for the year and sharing out
- Pre-planning Safety/Security meetings with Chuck Baur and ?
- Running Safety/Security meetings
- Being a liaison between Glassboro PD (Chuck Williams) and GPSD
- Attending trainings to attain the most up to date information on safety/security (at least 10 hours each year)
- Turnkey trainings at admin council and district level threat assessment meetings
- Summer responsibilities
 - Planning opening day Safety/Security presentation with Sergeant Adiefe
 - Assist principals in turnkeying that training at the building level during the first PD days (provide guidelines)
 - Refine reunification plan (site will likely change from Total Turf to RCSJ)
 - Further refine after-school activities security plan
 - Create a document we can share with outside organizations for after-school events
 - Update all plans/language
 - Emergency Response Templates (share with building principals and Lt. Chuck Williams)
 - Changes in fire alarm vendors
 - Staff changes/ensure updated contact information/lists
 - Liaison to Zero Eyes, CRG (Critical Response Group responsible for digital mapping)
 - Attend local Emergency Planning Committee meetings (Jack Manning) e.g. graduation dates at Rowan, etc.
 - Common Threat Assessment log shared between buildings/communicate with Sue Hodges regarding confidentiality/filing system for threat assessment
- Hold district-level and building-level threat assessment team meetings
- Communicate with Tim Irons - Insurance claims

- Create Safety/Security drill schedule for GHS /share out with building principals to tailor to their own building
- Test panic buttons at each building in district with Chuck Baur
- Communicate any new protocols out to relevant individuals
- Attend Gloucester County School Security team meetings (Christine Trampe)
- Communicate with Westfield/other companies that can potentially be helpful for reunification (something that can pair easily with Power School, Smartpass, and other existing systems)
- Communicate with Barksdale to ensure staff receive updated IDs that are consistent across the district