

Temporary Staff Emergency Communication

HB 5647 Overview: School Safety Communication for Temporary Staff

HB 5647 is intended to increase the communication of school safety procedures to key groups who may not always be present but play a vital role in student safety. These groups include substitute teachers, temporary staff, volunteers, community organizations, and coaches. By providing clear, consistent safety instructions, we can ensure that everyone is prepared to respond appropriately during emergencies.

Key Target Groups:

1. Temporary Staff
2. Substitute Staff
3. Volunteers
4. Community Organizations (programming in the school building)
5. Coaches

These individuals often work in schools but may not always be familiar with the specific emergency protocols or safety procedures in place. Clear communication is essential to integrate them into the school's safety culture.

Communication Timelines:

1. At Time of Hire:
 - Provide safety instructions and necessary resources (maps, emergency contacts, procedures) to substitute teachers, temporary staff, and coaches as part of their onboarding process.
2. At Orientation for Volunteering/Partnering:
 - Offer a thorough safety briefing to volunteers and community organizations during their orientation sessions, ensuring they understand their role in emergencies and the resources available to them.

Methods for Communicating Safety Procedures:

1. Written Packet:

- A comprehensive safety packet will be provided, including:
 - Emergency Procedures
 - Evacuation Maps
 - Key Contact Numbers
 - Roles and Responsibilities during emergencies

2. Video:

- Develop an instructional video to visually demonstrate emergency procedures, school layouts, and safety protocols, providing



a clear understanding of the physical environment and how to act in an emergency.

3. Walk-Through of the Building:

- Conduct a physical or virtual walk-through of the building with focus on:
 - Evacuation routes
 - Emergency exits
 - Assembly points
 - Locations of important resources such as fire alarms, first aid kits, and communication devices.

4. Substitute Package:

- Prepare a package specifically for substitutes that includes:
 - Instructions for handling emergencies
 - Maps showing exits and key locations
 - Key Contact Information for security, the main office, and other essential personnel
 - Procedure Overview outlining key responses to emergencies (evacuation, lockdown, shelter-in-place)

5. School Sub Buddy System:

- Implement a buddy system where substitutes are paired with full-time staff to guide them through safety protocols and ensure they have on-the-ground support.

6. HR Representative:

- Ensure that HR representatives brief new hires and volunteers on safety protocols as part of their onboarding. They will also be available for questions or concerns regarding safety.

7. Maps and Procedures at School Doors:

- Place clear, easily accessible maps and emergency procedures at all major entry and exit points to ensure that anyone entering the school is informed of safety protocols.

Goal of Safety Procedure Communication:

- **Increase Awareness:** Ensure all temporary staff, volunteers, and program partners understand their role in school safety.
- **Consistency in Information:** Provide uniform safety instructions across all groups to avoid confusion during emergencies.
- **Improve Response Time:** Equip every individual with the tools they need to respond swiftly and appropriately in case of an emergency.
- **Build a Safety Culture:** Create an environment where safety is everyone's responsibility, including those who may not be full-time staff.

Next Steps:

1. **Develop Written Materials:** Create a clear, concise safety packet and other written resources.
2. **Produce a Safety Training Video:** Script and film a video that shows key emergency procedures and building layouts.
3. **Design a Walk-Through Program:** Organize in-person or virtual walk-throughs of the

building for all relevant groups.

4. **Prepare Substitute Packages:** Assemble and distribute safety information to substitutes and temporary staff.
5. **Launch the Sub Buddy System:** Coordinate the buddy system pairing substitutes with full-time staff.
6. **Coordinate with HR:** Ensure HR is ready to provide safety briefings during onboarding sessions.
7. **Install Maps and Procedures:** Place clear instructions at all entry and exit points around the school.