

## **SECTION 14: SECURITY**

Security of employees, students, visitors and the workplace is a top priority. To maintain a safe and secure working environment and to prevent thefts from the building, each employee is responsible for the security of the building, his or her individual office area and general work area.

- All employees should be familiar with emergency procedures found in the school Crisis Response Guide.
- All employees should be familiar with the location and activation procedures for emergency, fire and building alarm systems.
- Employees should know the proper evacuation procedures.
- Employees should be alert to strangers loitering in or around the premises and to suspicious cars parked near the building.
- Whenever possible, secure office equipment/valuables such as laptop computers and purses.
- Do not give out unnecessary information about the school district or its employees. Report anything you are uncomfortable with, including:
  - Threats or harassment;
  - Persons who ask unusual questions or show unnatural interest in the school district or an employee;
  - Persons asking questions about building layout or design, security measures, staffing, or procedures and anyone tampering with building equipment or fixtures;
  - Any deviation in delivery procedures;
  - Unattended packages.

### **Workplace Violence**

It is Asotin-Anatone School District policy to conduct business, provide services, and protect its employees and the public from harm by providing a safe and secure work environment that has zero tolerance for violence, threats, harassment and intimidation.

All employees are responsible for:

- Being considerate and respectful of co-workers, visitors and the public; and,
- Not engaging in any disruptive behavior which may include profanity, obscenities, obscene gestures, or exhibiting abusive conduct that demonstrates recognizable signs of violent behavior.

Employees should report to their supervisor immediately any:

- Inconsiderate and/or disrespectful behavior, including assaultive acts, assaultive talking, belligerent, intimidating and threatening behavior by another employee;

- Suspicious behavior and suspicious actions, including theft, assaultive acts, assaultive talking, belligerent, intimidating and threatening behavior by visitors or the public that may impact an employee, equipment or facility; and
- Any other threatened, attempted, or consummated act of violence against an employee, property, visitor or facility.

All incidents of workplace violence will be investigated and documented by district administration. Administration will initiate appropriate corrective action, including discipline, termination or professional counseling for employees who contribute to, or perpetuate workplace violence or violate workplace security requirements.

### **Weapons**

Washington State law and federal law have both addressed eliminating weapons from school grounds. Under RCW 9A.41.280, it is a gross misdemeanor for any person to carry or possess a dangerous weapon or firearm on public school premises. This includes school buses and non-school facilities that are being used for school activities. This does not apply to persons engaged in law enforcement or security activities. The law requires that all school facilities must be posted with signs stating "Gun Free Zone."

The school district will notify the appropriate law enforcement agency of known or suspected violations of the state law regulating dangerous weapons.

### **Parking Lot Safety**

If possible, especially after dark, walk to your vehicle with someone else. Have your keys in hand as you leave the building and be aware of your surroundings. Check the interior of your vehicle before entering it. If your vehicle is not as you left it (door open, broken window, unlocked, etc.), go back inside the building and get assistance.