



SCHOOL SECRETARY SAFETY TRAINING

KEEPING THE GATE KEEPERS SAFE

The Training will cover:

- Being a responsible gate keeper
- Your responsibility in the Standard Response Protocol
- Your capabilities under stress
- How relating to students can keep you safe
- Visitor protocols
- How to stay safe in the front office
- Your role in reunification
- How to know the people you are letting in the building are safe
- How to stay safe in the midst of a crisis



1-DAY TRAINING
(1ST DATE: HALF OF
SECRETARIES FROM ONE
SCHOOL ATTEND
2ND DATE: OTHER HALF
ATTEND)

**DATES TO BE
DETERMINED**

**TRAINING FROM:
8:30 A.M. TO 3:30
P.M.**

**LUNCH
INCLUDED
COST TO DISTRICT
DETERMINED BY ESU**

**Contact your
ESU for
Registration
Details**

Schedule your training by
contacting [Jolene Palmer](#)
at the Nebraska
Department of Education

jolene.palmer@nebraska.gov