



# 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

### Schedule:

1. ESU 13: October 17-18  
Scottsbluff, NE  
Contact: Lisa Myles
2. ESU 16: November 14-15  
North Platte, NE  
Contact: Deb Paulman
3. ESU 5: February 11-12  
Beatrice, NE  
Contact: Joni Runge

### 1-DAY TRAINING

(1<sup>ST</sup> DATE: HALF OF  
SECRETARIES FROM ONE  
SCHOOL ATTEND  
2<sup>ND</sup> DATE: OTHER HALF  
ATTEND)

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

CONTACT YOUR ESU  
FOR EXACT DATES  
AND LOCATION OR  
TO SHOW INTEREST

COST: \$20.00  
LUNCH INCLUDED

Contact your  
ESU for  
Registration  
Details.

