

# Enhanced School Lockdowns and Emergency Response Planning



Gary L. Sigrist, Jr.  
AJ Morgan

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SCHOOLMESSENGER®



**Safeguard**  
RISK SOLUTIONS



**Gary L. Sigrist, Jr.**  
President & CEO  
Safeguard Risk Solutions



- Ohio University
  - 1982
  - BS Elementary Education
- University of Dayton
  - 1988
  - MS Educational Leadership
- Safety Project Director
  - South-Western City Schools
  - Monitor Homeland Security Grant
  - Develop School Safety plans that are NIMS compliant using ICS
  - In-service Training
- 8<sup>th</sup> Grade Science Teacher
- Police Officer
- Adjunct Professor

# Specialized Training

- Midwest Regional Crisis Negotiators Conference – Hostage Negotiator
- Critical Incident Stress Management
- Gang Intelligence
- Workplace/School Violence
- Quick Action Deployment (QUAD)
- DHS LASER Instructor
- Stranger Abducted Children
- A.L.i.C.E. Instructor
- Threat Assessment
- Liability Issues-Schools
- Juvenile Sex Crime Investigations
- State Certified School Resource Officer
- Hostage/Suicide Intervention in the Schools
- Active Shooter
- Core Criminal Investigation Training
- DHS S.P.O.T. Instructor
- FEMA Multi-Hazards for Schools

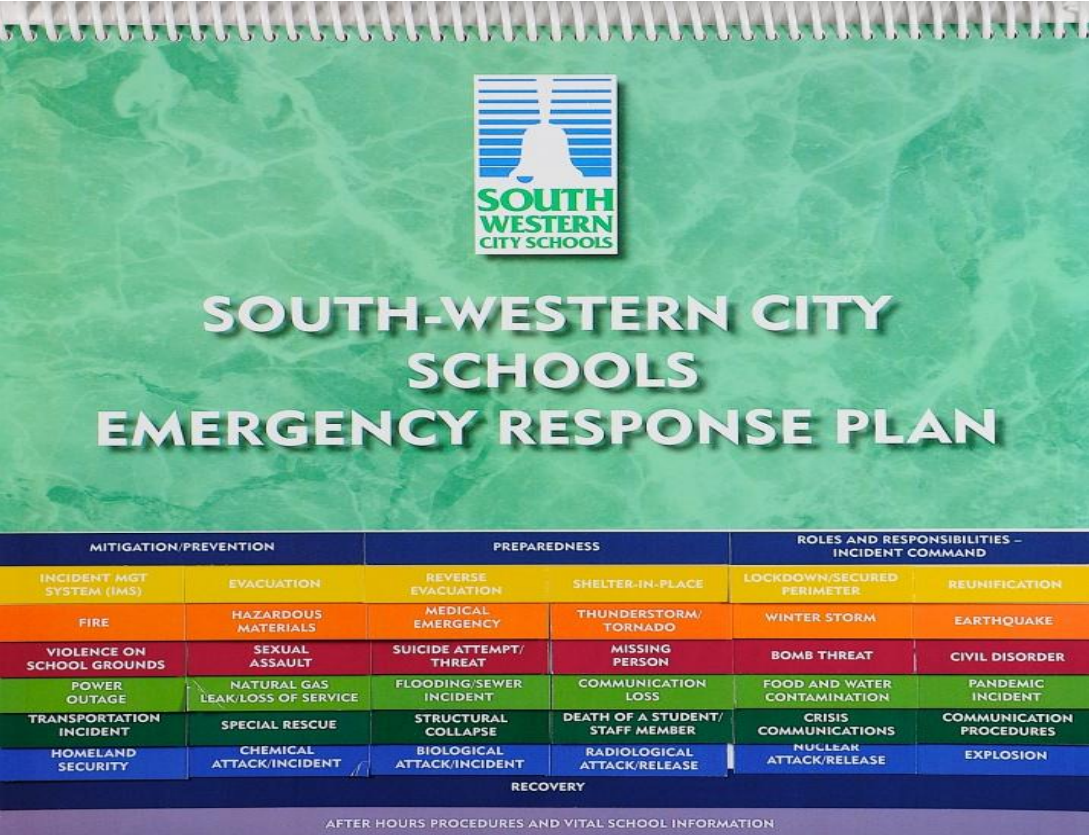
- Understand how Emergency Response Plans are used to help schools manage the onset of an incident
- Understand lessons learned from the Connecticut Department of Emergency Services and Public Protection report on Sandy Hook
- Learn how to apply the lessons learned at your school during emergency situations like Lockdowns

- Designed for the first fifteen minutes before First Responders arrive and district personnel is the Incident Commander
- Moves into the second fifteen minutes when First Responders are on scene and we are now in Unified Command
- Helps the normal school day resume as soon as possible

# Emergency Response Plans

- Building an Emergency Response Plan (ERP)

- National Incident Management System (NIMS) Compliant
  - Uses the Incident Command System (ICS)
- All-hazards
- Easy to use
- Best practices



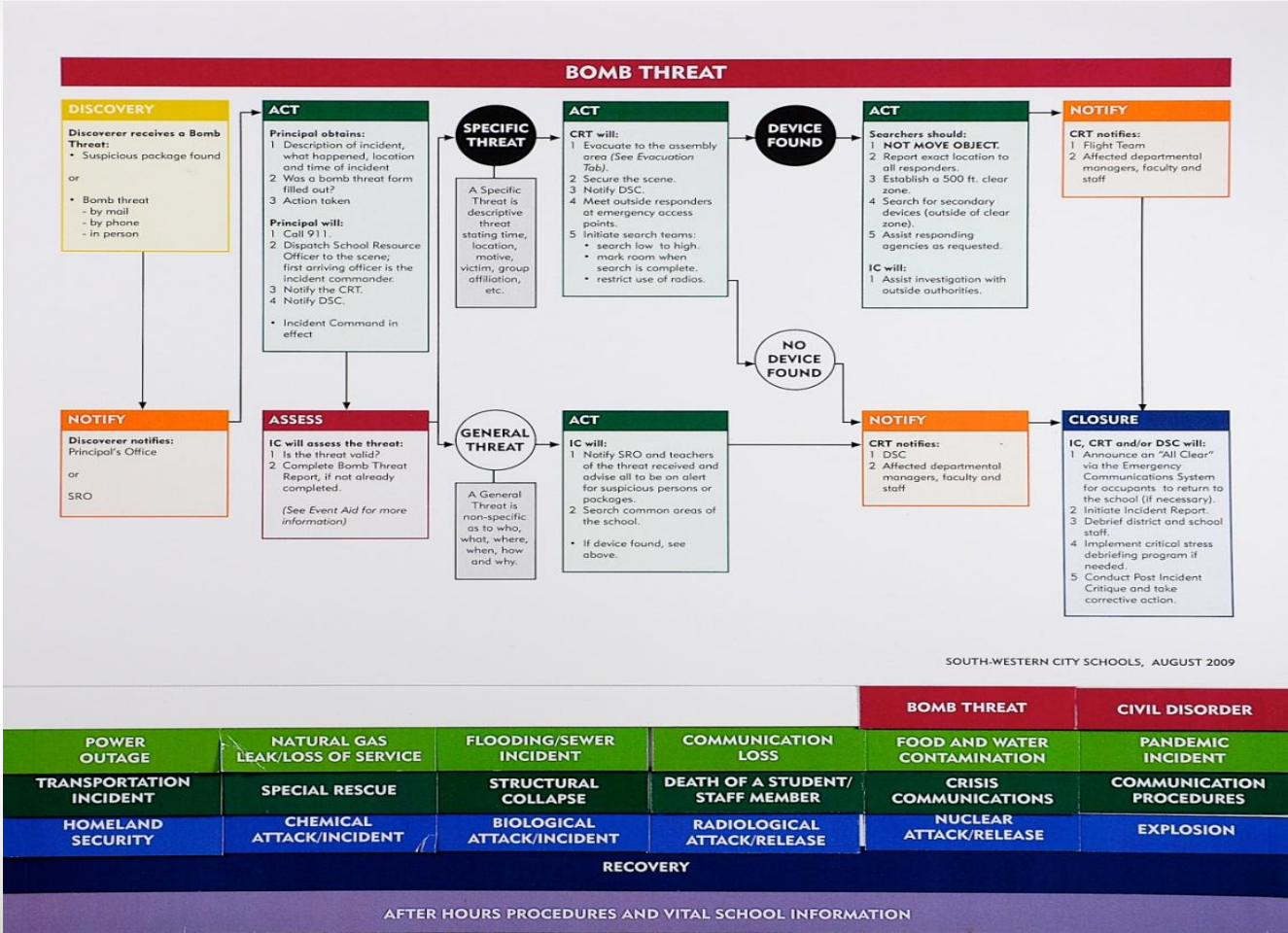
- So does Emergency Management Planning!
- Stakeholders
  - County EMA
  - First Responders
  - County/City Board of Health
  - Educational Service Center
  - Business Leaders

- Designed for the first fifteen minutes before First Responders arrive and district personnel is the Incident Commander
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# Emergency Response Plans

- Decision making chart



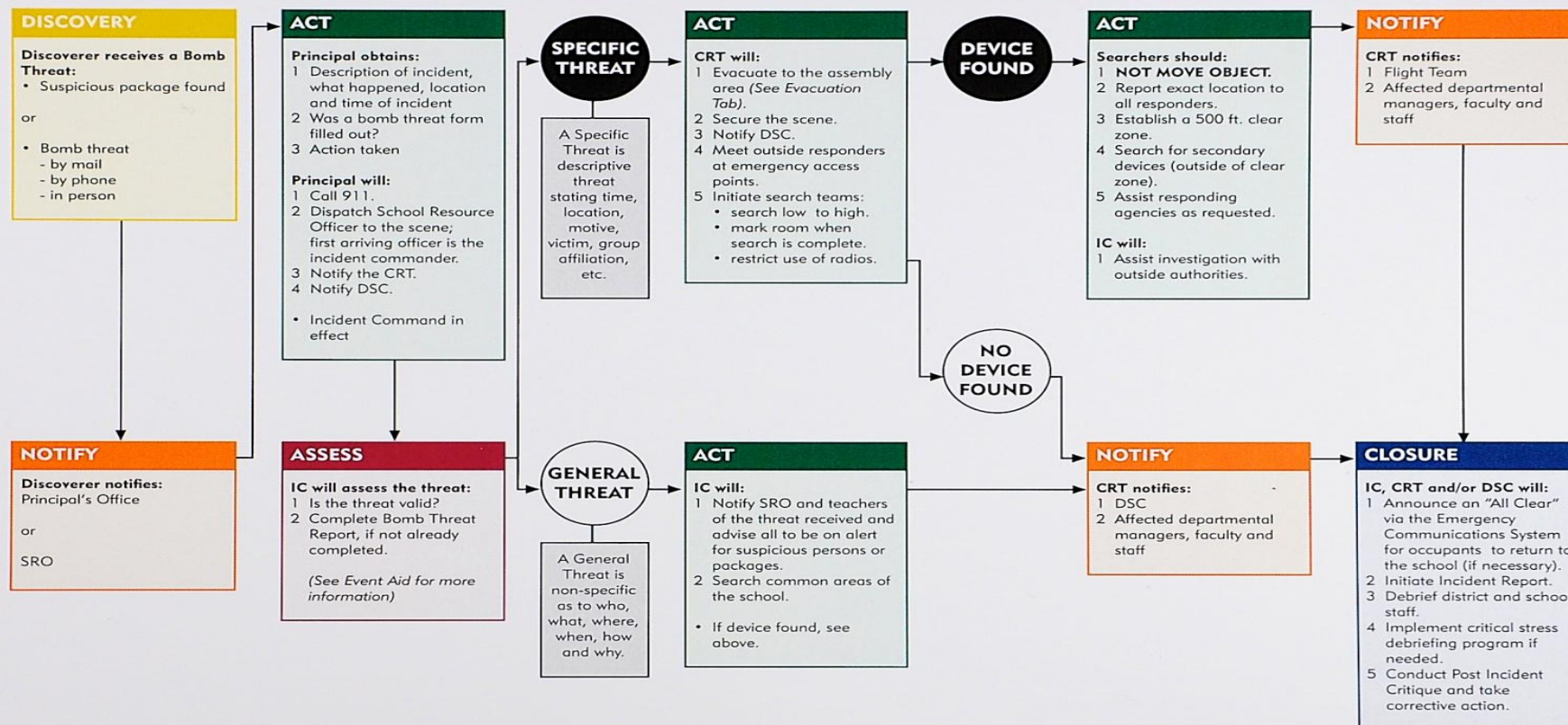
# Emergency Response Plans

- Event Aid assists with the plans

BOMB THREAT EVENT AID	
<p><b>This is an abbreviated guide for assessing and responding to a bomb threat incident. This information is not a complete list of all factors required to be considered.</b></p> <p><b>Decision to Evacuate – Consider the following:</b></p> <ul style="list-style-type: none"><li>• How specific is the information regarding time, description of the device, its location and other details that may be unique to the school?</li><li>• Are there any controversial issues that could impact the school?</li><li>• Are there unusual employee situations at the school?</li><li>• What is the current history/ experience in the local community relative to bomb threats?</li><li>• What is the input from local law enforcement agency?</li><li>• What was the general tone and behavior of the caller?</li></ul> <p><b>Telephone Threat</b></p> <ul style="list-style-type: none"><li>• Record every word spoken by the caller.</li><li>• Keep the caller on the line as long as possible.</li><li>• Ask where the bomb is located.</li><li>• Ask when the bomb will detonate.</li><li>• Note if caller is male or female.</li><li>• Note the age of the caller.</li><li>• Note accents or patterns of speech.</li><li>• Note background noises (music, road noise, motors).</li></ul> <p><b>Mail Threat</b></p> <ul style="list-style-type: none"><li>• Save all materials (envelopes, packaging, labels).</li><li>• Avoid touching or moving the materials.</li><li>• Is the letter or package lopsided?</li></ul>	<ul style="list-style-type: none"><li>• Is the letter or package bulky?</li><li>• Is the letter or package addressed to a district/school administrator in handwriting?</li><li>• Is the letter or package making any noise?</li><li>• Personnel familiar with the school should quickly identify items that appear to be out of place.</li></ul> <p><b>Email Threat</b></p> <ul style="list-style-type: none"><li>• Email threats should be saved and Central Office notified.</li></ul> <p><b>General Guidelines:</b></p> <ul style="list-style-type: none"><li>• Do not touch or pick up any suspicious or out of place items. Report these to the authorities as soon as possible.</li><li>• Two-way radios and cell phones should not be used; therefore, "runners" designated by the Incident Commander must be used to communicate within the facility.</li></ul> <p><b>Search Techniques:</b></p> <ul style="list-style-type: none"><li>• Use two person search teams.</li><li>• Search common areas first.</li><li>• Search classrooms by entering room and listen for any unusual noises.</li><li>• <b>First search:</b> all objects floor to hip height</li><li>• <b>Second search:</b> all objects hip to chin height</li><li>• <b>Third search:</b> all objects chin to ceiling</li><li>• <b>Fourth search:</b> above dropped ceiling, if applicable</li><li>• Mark room when search is complete.</li></ul>
<p><b>Incident Commander/ Principal</b></p>	<ul style="list-style-type: none"><li>• Determine if the bomb threat valid.</li><li>• Determine if the school should be evacuated.</li><li>• Activate alarm and initiate the evacuation.</li><li>• Effectively communicate the emergency evacuation message.</li><li>• Ensure that all school occupants reach the assembly area.</li><li>• Announce an "All Clear" when it is safe to do so.</li></ul>
<p><b>Head Custodian</b></p>	<ul style="list-style-type: none"><li>• Assist in the evacuation of the school.</li><li>• Assist in the search and rescue if possible.</li><li>• Report to the IC for further instructions.</li><li>• Assist teachers with taking attendance.</li></ul>
<p><b>Medical Monitor</b></p>	<ul style="list-style-type: none"><li>• Assist in the evacuation of the school.</li><li>• Treat injured evacuees.</li><li>• Establish a triage area.</li><li>• Track patient care.</li></ul>
<p><b>School Resource Officer/ Safety Officer</b></p>	<ul style="list-style-type: none"><li>• Assist in the evacuation of the school.</li><li>• Assist in the search and rescue if possible.</li><li>• Establish and maintain contact with police agency and other emergency response agencies.</li></ul>
<p><b>Evacuation Coordinator</b></p>	<ul style="list-style-type: none"><li>• Direct occupants to the evacuation assembly area.</li><li>• Assist teachers in taking attendance.</li><li>• Missing occupants should be reported to the IC.</li><li>• Prepare the occupants for reunification or re-entry into the school.</li></ul>
<p><b>Reunification Coordinator</b></p>	<ul style="list-style-type: none"><li>• Assist in the evacuation of the school.</li><li>• Prepare the reunification site.</li><li>• Direct the reunification process or assist with the re-entry into the school if an "All Clear" is announced.</li></ul>

**USE BOMB THREAT CHECKLIST IN BACK OF THE PLAN**

# BOMB THREAT



SOUTH-WESTERN CITY SCHOOLS, AUGUST 2009

				BOMB THREAT	CIVIL DISORDER
POWER OUTAGE	NATURAL GAS LEAK/LOSS OF SERVICE	FLOODING/SEWER INCIDENT	COMMUNICATION LOSS	FOOD AND WATER CONTAMINATION	PANDEMIC INCIDENT
TRANSPORTATION INCIDENT	SPECIAL RESCUE	STRUCTURAL COLLAPSE	DEATH OF A STUDENT/STAFF MEMBER	CRISIS COMMUNICATIONS	COMMUNICATION PROCEDURES
HOMELAND SECURITY	CHEMICAL ATTACK/INCIDENT	BIOLOGICAL ATTACK/INCIDENT	RADIOLOGICAL ATTACK/RELEASE	NUCLEAR ATTACK/RELEASE	EXPLOSION

RECOVERY

# BOMB THREAT EVENT AID

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- Email threats should be saved and Central Office notified.

**General Guidelines:**

- Do not touch or pick up any suspicious or out of place items. Report these to the authorities as soon as possible.
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**Search Techniques:**

- Use two person search teams.
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- **First search:** all objects floor to hip height
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- **Fourth search:** above dropped ceiling, if applicable
- Mark room when search is complete.

**USE BOMB THREAT CHECKLIST  
IN BACK OF THE PLAN**

**Incident  
Commander/  
Principal**

- Determine if the bomb threat valid.
- Determine if the school should be evacuated.
- Activate alarm and initiate the evacuation.
- Effectively communicate the emergency evacuation message.
- Ensure that all school occupants reach the assembly area.
- Announce an "All Clear" when it is safe to do so.

**Head Custodian**

- Assist in the evacuation of the school.
- Assist in the search and rescue if possible.
- Report to the IC for further instructions.
- Assist teachers with taking attendance.

**Medical Monitor**

- Assist in the evacuation of the school.
- Treat injured evacuees.
- Establish a triage area.
- Track patient care.

**School Resource  
Officer/ Safety  
Officer**

- Assist in the evacuation of the school.
- Assist in the search and rescue if possible.
- Establish and maintain contact with police agency and other emergency response agencies.

**Evacuation  
Coordinator**

- Direct occupants to the evacuation assembly area.
- Assist teachers in taking attendance.
- Missing occupants should be reported to the IC.
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**Reunification  
Coordinator**

- Assist in the evacuation of the school.
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**Incident Commander/Principal**

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**School Resource Officer/ Safety Officer**

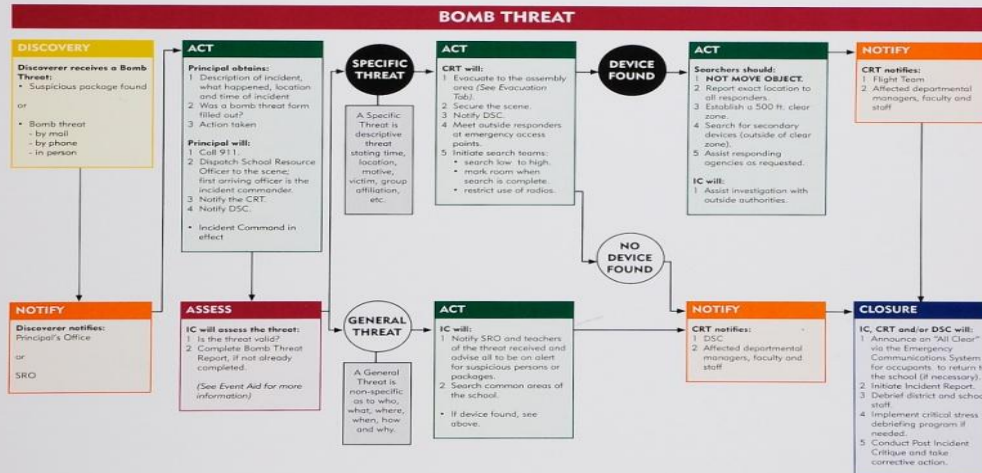
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**Evacuation Coordinator**

- Direct occupants to the evacuation assembly area.
- Assist teachers in taking attendance.
- Missing occupants should be reported to the IC.
- Prepare the occupants for reunification or re-entry into the school.

**Reunification Coordinator**

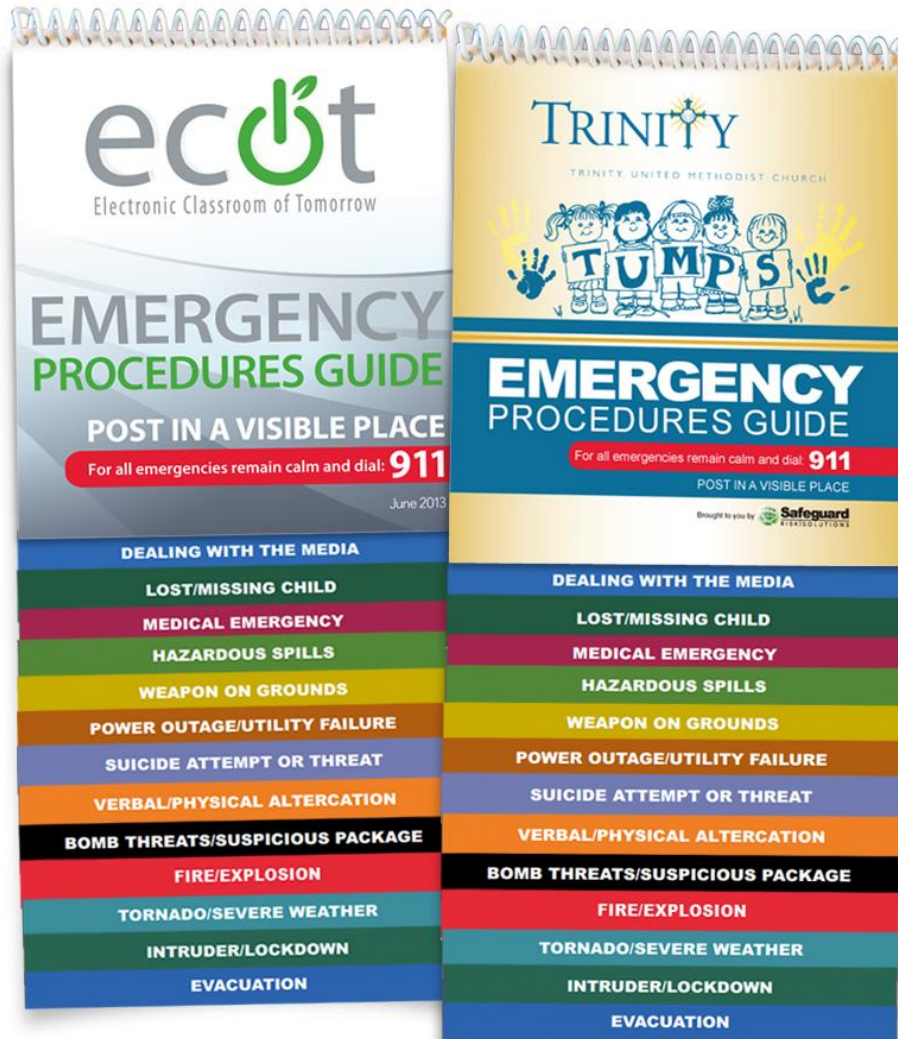
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SOUTH-WESTERN CITY SCHOOLS, AUGUST 2009

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RECOVERY					

# Classroom Flip Charts



## IF SOMEONE BECOMES ILL OR IS INJURED

- Notify the principal's office immediately.
- Do not move the injured or ill person. Try to make him/her comfortable, if possible.
- Unless certified to provide first aid, do not attempt to render any first aid before trained assistance arrives.
- Use personal protective equipment (gloves) when exposing yourself to bodily fluids (i.e., blood, vomit).
- Comfort the ill or injured person and reassure him/her that medical attention is on the way.
- If necessary, implement appropriate emergency procedure (e.g. Evacuation-Classroom/Area) to ensure that students are not exposed to trauma or danger.
- Remain calm and reassure students that all possible actions are being taken to care for the injured or ill person and to protect others.
- After the ill or injured person's immediate needs have been taken care of, remain to assist medical services with pertinent information about the incident.
- Preserve the scene of the medical emergency in the event the incident will require an investigation by school or police.

## BUS DRIVERS' EMERGENCY PROCEDURES GUIDE



For all emergencies remain calm and call:

07/2009

### BOMB THREAT

- Stop the vehicle at the nearest safe location and activate hazards.
- Call the Transportation Office.
- The Transportation Office will call 911.
- Evacuate all the students off the bus immediately to a safe location.
- Move the students to a location at least 500 ft. away from the bus.
- Take written attendance and account for all students.
- Call the Transportation Office and advise them that all students are off the bus.
- Report any missing or injured students to the Transportation Office.
- If possible try to find the students a safe location where they can sit and are protected from outside elements (example: church, store community center).
- Stay with the students and assist to get them seated on additional busses when they arrive.

### HAZARDOUS MATERIAL

- Determine if the hazardous material is located inside the bus or outside of the bus.
- Call the Transportation Office.
- The Transportation Office will call 911.
- If the hazardous material is outside, close all windows and drive out of that area to a safe place.
- If the hazardous material is located in the bus, stop the bus at the nearest safe location and evacuate the bus following the bus evacuation procedures.
- Take written attendance.
- Wait for further instructions from emergency personnel or the Transportation Office before proceeding forward.

# 1301:7-7-04 Emergency Planning and Preparedness

- NFPA/OFC/IFC
- Site based plans must be approved by local Fire Marshall
  - Fire
  - Lockdown
  - Severe Weather
- After school events must have separate plans
  - Plays
  - Sporting events
  - P/T Conferences
  - Concerts
- **MUST** be ADA compliant



- Other important information
  - All fires **MUST** be reported
  - Schools must evacuate everyone during a drill
    - Work with your local Fire Department if you have students with severe disabilities
    - Area of Rescue Assistance
  - False alarms do not count as a drill
  - After the first two drills of the year you may not announce drills in advance
  - One drill per year must be during a transition period
    - You do not need to run drill during lunch

# Site Based Plans

ICS Form 201

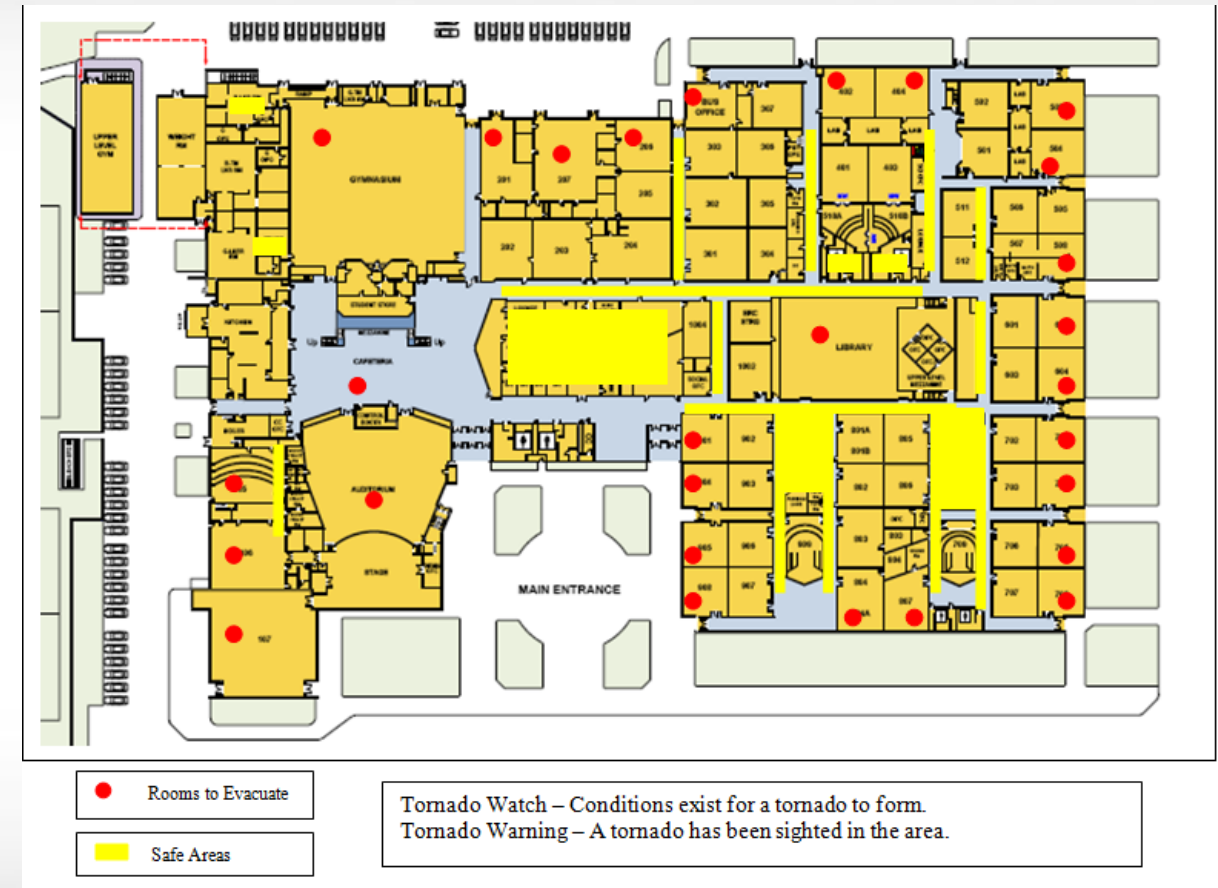
<p><b>Action Plans</b></p>	<p>1. Incident Name Tornado/Severe Weather</p>	<p>2. Date Prepared 10/25/2011</p>	<p>3. Time Prepared</p>
<p>4. Map Sketch/</p>			
<p>● Rooms to Evacuate ■ Safe Areas</p> <p>Tornado Watch – Conditions exist for a tornado to form. Tornado Warning – A tornado has been sighted in the area.</p>			
<p>In the event of a Tornado Warning or Severe Weather, students in the room with a red circle will move to the nearest safe area and sit on the floor. Students do not need to bring a book to cover their heads and may sit with their backs to the wall or facing the wall. If students are in a hall with a door or window at the end of the hall, the students should have their backs to the door or window. Students do not need to sit single file, but an aisle should be maintained for teachers to move in the hallway.</p> <p>In the event of a Tornado Warning or Severe Weather, have your radio on the District Emergency Channel.</p>			
<p>ICS 201 Page 1 of 4</p>		<p>5. Prepared by (Name and Position) Thomas Willison</p>	



<p><b>Standard Operating Procedures</b></p>	
<p>1. In the event of a Tornado or Severe Weather Warning, have your radio on the District Emergency Channel.</p>	
<p>2. Make sure your weather radio is working.</p>	
<p>3. When you hear there is a tornado or severe weather warning, immediately move your students in the marked rooms to safe areas.</p>	
<p>4. During a drill, teachers and students in safe rooms do not need to move to the floor. However, in the event of a real event, they should sit on the floor close to the walls.</p>	
<p>5. Students and teachers in Greenhouse classrooms will need to move into the main building and into safe areas.</p>	
<p>6. Students in the Rec Center will move to the locker room.</p>	
<p>7. Although you may allow parents into the building and into safe areas, students are not to leave the building during a Tornado or Severe Weather Warning.</p>	
<p>8. Once the Tornado or Severe Weather Warning is over, you will be notified over the District Emergency Channel to resume normal activities.</p>	
<p>9. During an actual event, cooks must turn off all open flames and heat sources.</p>	
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<p>ICS 201</p>	<p>Page 2</p>

# Important information

- Fire Department wants:
  - If there is a collapse, where should they begin their search?



**Incident Action Plan ICS 214**



UNIT LOG		1. Incident Name Lockdown Drill	2. Date Prepared 01/12/2014	3. Time Prepared
4. Unit Name/Designators		5. Unit Leader (Name and Position)		6. Operational Period
<b>7. Personnel Roster Assigned</b>				
Name	ICS Position	Contact Numbers		
Thomas Willison	Incident Commander	555.555.1212		
Mike Starner	Deputy Commander	555.555.1212		
Kathy Adams	Resources	555.555.1212		
Martha Headington	First Aid	555.555.1212		
Dale Corbett	Student Care	555.555.1212		
Susan Galloway	Student Care	555.555.1212		
Val Sanders	Student Care	555.555.1212		
John Sayre	Student Care	555.555.1212		
Mike Berry	Safety	555.555.1212		
Frank Miller	Safety	555.555.1212		
Carolyn Hunter	Accountability	555.555.1212		
Lisa Kent	Accountability	555.555.1212		
Sandy Leonard	Accountability	555.555.1212		
Ralene Vawter	Accountability	555.555.1212		
<b>8. Activity Log</b>				
Time	Major Events			
9. Prepared by (Name and Position)				

**Incident Action Plan Safety & Risk Analysis Form, ICS 215A**

INCIDENT ACTION PLAN SAFETY ANALYSIS		1. Incident Name		2. Date	3. Time
Area	Potential Hazards			Mitigations (e.g., PPE, buddy system, escape routes)	
	Type of Hazard:	Type of Hazard:	Type of Hazard:		
Room 803				Staff member will alert incident commander if more staffing is needed during evacuation.	
Students with limited mobility (temporary).				Classroom teacher is responsible for the evacuation of that child.	
Prepared by (Name and Position)					

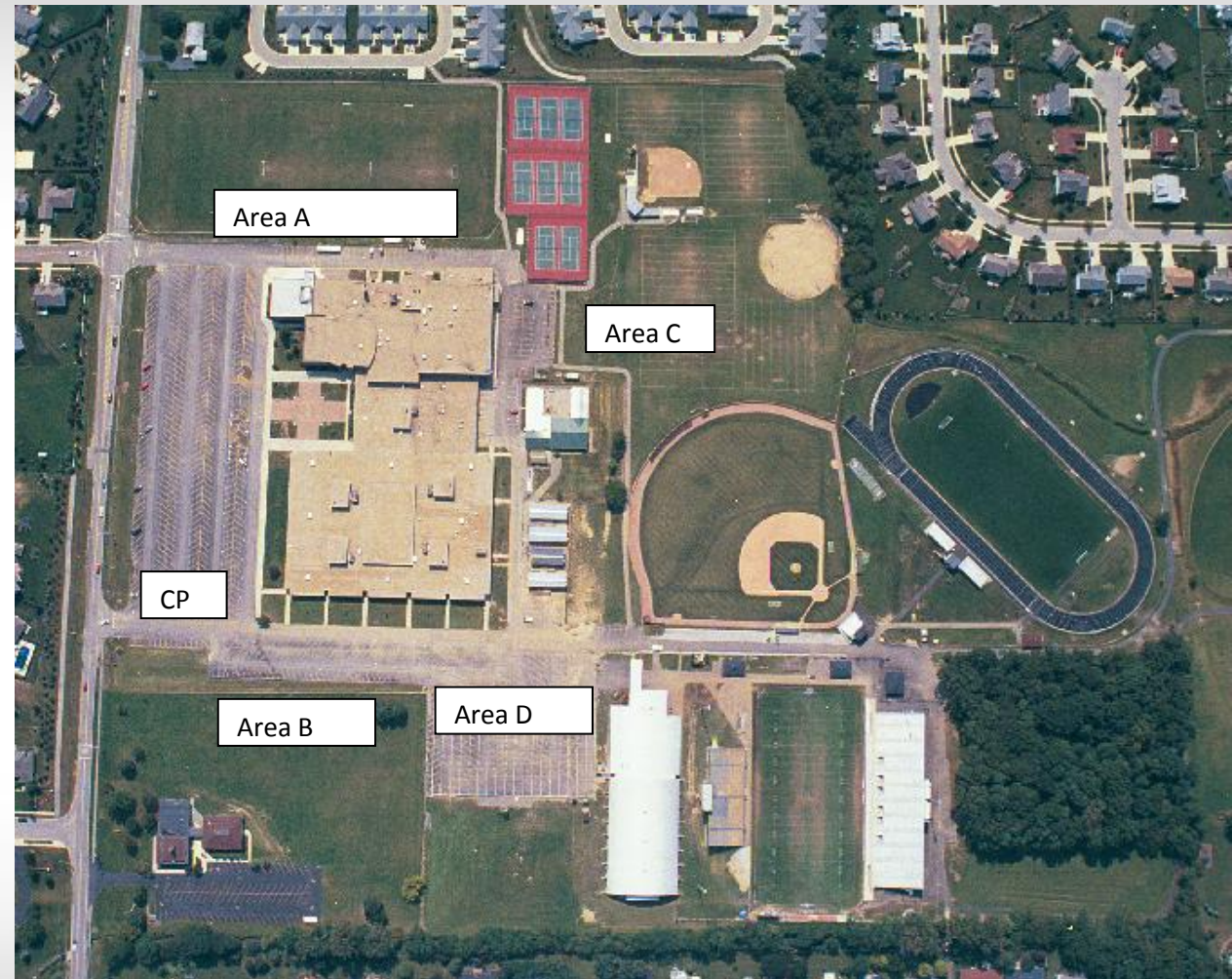
ICS Form 201

<p><b>Action Plans</b></p>	<p><b>1. Incident Name</b> Fire Drill</p>	<p><b>2. Date Prepared</b> 01/12/2014</p>	<p><b>3. Time Prepared</b></p>
<p><b>4. Map Sketch</b></p>			
			
<p>Area A – Lisa Kent &amp; Dan Boland report for attendance. 105, 106, 107, Auditorium, Commons. Area B – Sandy Leonard &amp; Jim Ging for attendance. 705, 706, 707, 708, 709, 801A-B, 802, 803, 804, 804A, 805, 806, 807, 901, 902, 903, 904, 905, 906, 907, 908, 909. ERC C, ERC D Area C – Sandy Straight &amp; Carolyn Hunter for attendance. Gym, Greenhouse, 201, 202, 203, 204, 205, 206, 207, 301, 302, 303, 304, 305, 306, 307, 1002, 1004, 1005 Area D – Ralene Vawter &amp; Tom Willison report for attendance. 401, 402, 403, 404, 501, 502, 503, 504, 505, 506, 507, 508, 510, 510A-B, 511, 512, 601, 602, 603, 604, 701, 702, 703, 704.</p>			
<p>ICS 201 Page 1 of 2</p>	<p><b>5. Prepared by (Name and Position)</b> Tom Willison Incident Commander</p>		

<p style="text-align: center;"><b>Standard Operating Procedures</b></p>	
<p>1.</p>	<p>Any Staff member who believes there is a danger from fire, smoke, or a chemical release in the building is authorized to activate the fire alarm to evacuate the building. As soon as possible, the staff member will notify an administrator of the event leading to the evacuation.</p>
<p>2.</p>	<p>Staff members in a class will proceed to the nearest exit with their students. Staff members will take their class roster to take attendance. Staff members will take their students to the designated area of the school grounds based on their room location.</p>
<p>3.</p>	<p>Staff and students in the commons due to lunch or Study Hall will evacuate the building to Area A. If lunch is in progress, it is more important to make sure all students have exited the building than to attempt taking attendance. One staff member will be the last to leave the area and make sure the commons and auditorium are vacant. That staff member will report to the Incident Commander the areas are cleared.</p>
<p>4.</p>	<p>If an alarm is pulled during class change, staff members will clear their classrooms and the hallways, directing students to the teacher's assigned area outside. It is impossible to take attendance under these circumstances so it is more important that the building evacuated.</p>
<p>5.</p>	<p>Teachers who are on their Planning Period will always be the last staff members out of the building. These staff members will be assigned restrooms and building areas to check before exiting the building. As soon as these staff members have exited the building they will report to the Incident Commander that the building is clear. If, due to the nature of the event, the staff members must exit the building before checking their assigned area, this will be reported to the Incident Commander so the Fire Department can enter and search the areas. In the event the alarm is pulled during class change, staff members who will be on Planning Period next are responsible for sweeping their areas for students.</p>
<p>6.</p>	<p>Once all students and staff members have exited the building, attendance will be taken by staff members in class at the time of the evacuation. Missing students will be reported to the persons responsible for the area.</p>
<p>7.</p>	<p>The custodian will be responsible for directing traffic at the entrance of the school and establishing the Command Post.</p>
<p>8.</p>	<p>The school nurse/med monitor will remove the medicines from the clinic and take them to the Command Post.</p>
<p>9.</p>	<p>In the event of an extended drill/event that require students and staff to remain outside during inclement weather, after attendance and if possible, everyone will proceed to the Rec Center. Staff members will be placed in an assigned area and must stay with their students. Secondary evacuation centers could be the Church of the Nazarene (MOU would be needed) or Star Cinema.</p>
<p>10.</p>	<p>No one will be allowed back in the building until given the "All Clear" by the incident commander.</p>
<p>11.</p>	<p>An After Action Review will be conducted after each drill to review procedures and recommend changes when needed.</p>
<p></p>	<p></p>
<p>ICS 201</p>	<p>Page 2</p>

# Important information

- Fire Department wants:
  - Command Post Location
    - Is everyone out?
    - What do you know?
  - Reunification areas







ICS Form 201

Action Plans	1. Incident Name Lockdown	2. Date Prepared 01/12/2014	3. Time Prepared
--------------	------------------------------	--------------------------------	------------------

4. Map Sketch/



Command Post will be in the office area if possible. However, if the Incident Commander is locked down in a different area of the building, that area can serve as the Command Post.

In the event of a lockdown, call 911 immediately (This can also be done by radio if necessary), then notify the SRO. If you cannot reach the Deputy Superintendent's office by phone, use the Administrator channel to contact DSC. The Deputy Superintendent or his designee will make the decision if building administrators will use the Administrator channel or District Emergency channel. The channel used will be communicated to the Grove City Police Department Dispatch Center.

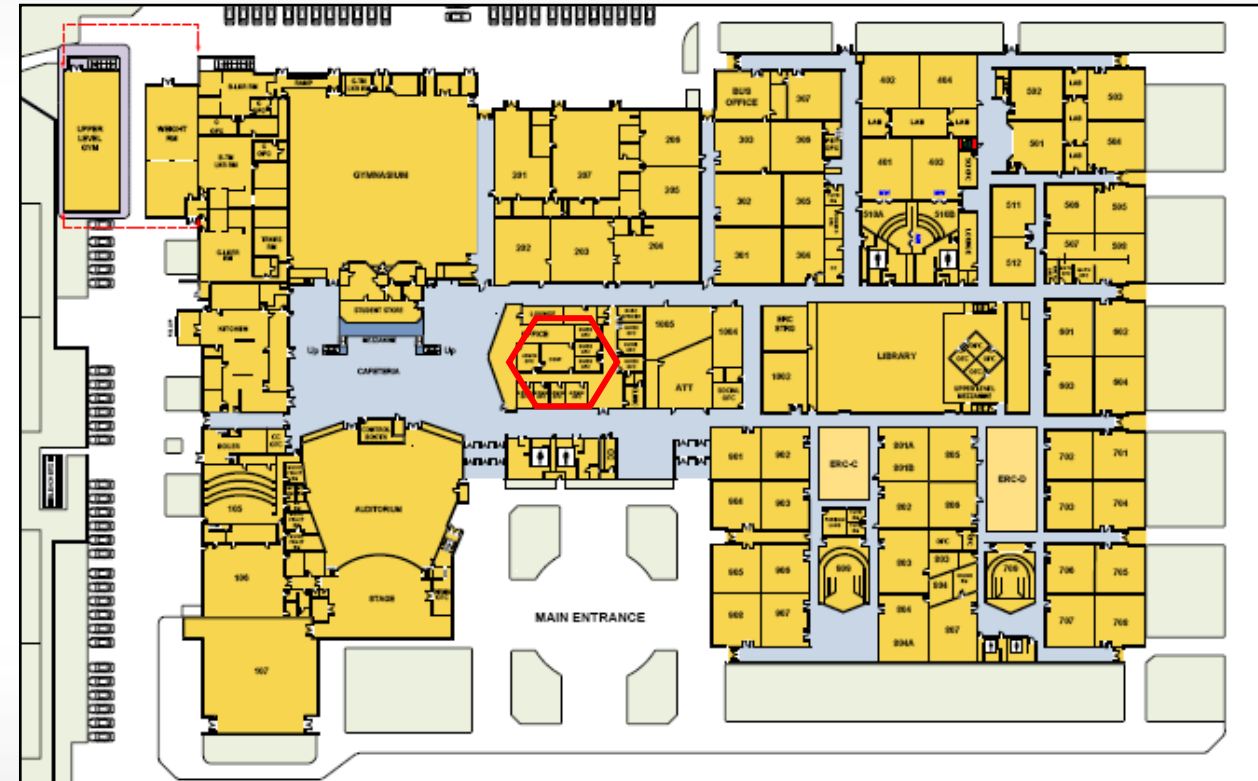
ICS 201 Page 1 of 4	5. Prepared by (Name and Position) Thomas Willison
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Standard Operating Procedures

1. Best Practices is to keep door locked even if your door is open.
2. Lockdowns initiated from the office will come over the PA system with the simple instructions, "lockdown, lockdown, lockdown."
3. Teachers in regular classrooms will quickly scan hallways for students, bring them into their classrooms and lock doors.
4. Teachers will cover their door windows when practical and keep students away from door. Once door is closed, it will only be unlocked by school or safety officials.
5. Students in ERC wings will move to the nearest classrooms at the onset of the announcement. However, if it is better to safely evacuate the building to a safe area, they may do so. They may not leave by vehicle, only on foot. As soon as possible, the students are to call the attendance hotline to let the school know they are safe.
6. Students in commons area if possible, will evacuate to the band area. However, if it is better to safely evacuate the building to a safe area, they may do so. They may not leave by vehicle, only on foot. As soon as possible, the students are to call the attendance hotline to let the school know they are safe.
7. If you can safely do so, if your room has no problems (injured or wounded students) slide a green card under your door. If you need assistance, slide a red card under the door. If you have an outside window, you may use the same signals by taping the cards to the window.
8. In the event of an active shooter, as safely as possible, do everything you can to barricade you classroom door. This can be done by securing the door handle to a table leg with a belt or piling furniture in front of the door.
9. If at any time it is unsafe to be in a room, use whatever means possible to exit the room. No one may leave by vehicle, only on foot. As soon as possible, the students are to call the attendance hotline to let the school know they are safe.
10. During an event or drill, ignore all announcements and the fire alarm. If possible, check your email for announcements from your principal.

# Important information

- Fire Department wants:
  - Command Post Location
  - Procedures for calling lockdown



Incident Action Plan ICS 214

<b>UNIT LOG</b>		1. Incident Name <b>Lockdown Drill</b>	2. Date Prepared 01/12/2014	3. Time Prepared [Redacted]
4. Unit Name/Designators [Redacted]	5. Unit Leader (Name and Position) [Redacted]		6. Operational Period [Redacted]	
7. Personnel Roster Assigned				
Name	ICS Position	Contact Numbers		
Thomas Willison	Incident Commander	555.555.1212		
Mike Starner	Deputy Commander	555.555.1212		
Kathy Adams	Resources	555.555.1212		
Martha Headington	First Aid	555.555.1212		
Dale Corbett	Student Care	555.555.1212		
Susan Galloway	Student Care	555.555.1212		
Val Sanders	Student Care	555.555.1212		
John Sayre	Student Care	555.555.1212		
Mike Berry	Safety	555.555.1212		
Frank Miller	Safety	555.555.1212		
Carolyn Hunter	Accountability	555.555.1212		
Lisa Kent	Accountability	555.555.1212		
Sandy Leonard	Accountability	555.555.1212		
Ralene Vawter	Accountability	555.555.1212		
8. Activity Log				
Time	Major Events			
[Redacted]	[Redacted]			
[Redacted]	[Redacted]			
[Redacted]	[Redacted]			
[Redacted]	[Redacted]			
[Redacted]	[Redacted]			
[Redacted]	[Redacted]			
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[Redacted]	[Redacted]			
[Redacted]	[Redacted]			
9. Prepared by (Name and Position) [Redacted]				

Incident Action Plan Safety & Risk Analysis Form, ICS 215A

INCIDENT ACTION PLAN SAFETY ANALYSIS	1. Incident Name			2. Date	3. Time
	Area	Potential Hazards			Mitigations (e.g., PPE, buddy system, escape routes)
	Type of Hazard:	Type of Hazard:	Type of Hazard:		
Room 803				Staff member will alert incident commander if more staffing is needed during evacuation.	
Students with limited mobility (temporary).				Classroom teacher is responsible for the evacuation of that child.	
Prepared by (Name and Position)					



## Lessons Learned from Sandy Hook

Of considerable importance, the staff in the school office took actions to protect themselves, which allowed them to survive so they could call 911.



- Have teachers been empowered?
- Do your classrooms have a phone?
  - How do they get an outside line?
  - Does the 911 call show a specific room?
- How can staff call 911 and alert other staff at the same time?

**For Emergencies  
- Drop the 9 -  
Dial JUST 911**

# School Entrance



# School Entrance





# Locking Interior Doors Worked

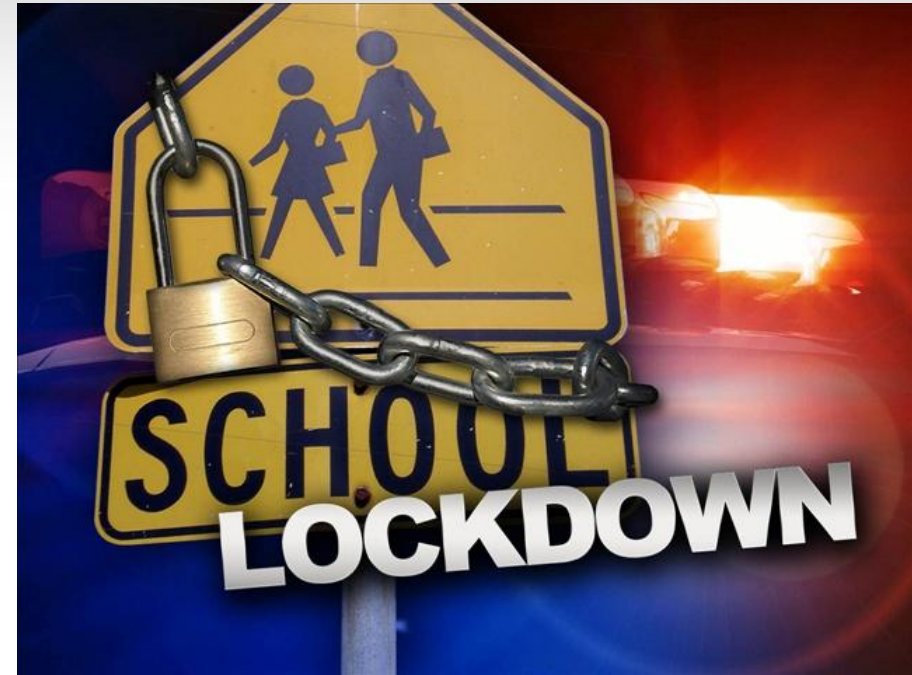


As in the vast majority of K-12 school shootings in the United States, not a single student or staff member was killed behind a locked interior door.

Despite the fact that the locked front entry was breached, the report indicates that no interior doors were breached by force.

# Lockdowns Must be Implemented Quickly

- While the incident demonstrates the value of the lockdown concept, it also demonstrates one more deadly instance of the failure of the application of the lockdown concept.
- While the lockdown procedures taken in the building protected the majority of the other occupants, most of the deaths in the school occurred in/at two classrooms where the doors did not get locked in time.



➤ **Best practice would be to keep your door locked at all times, even when open.**



**Red Lake High School**



**Hastings Middle School**

# More Than Just Locking the Door...

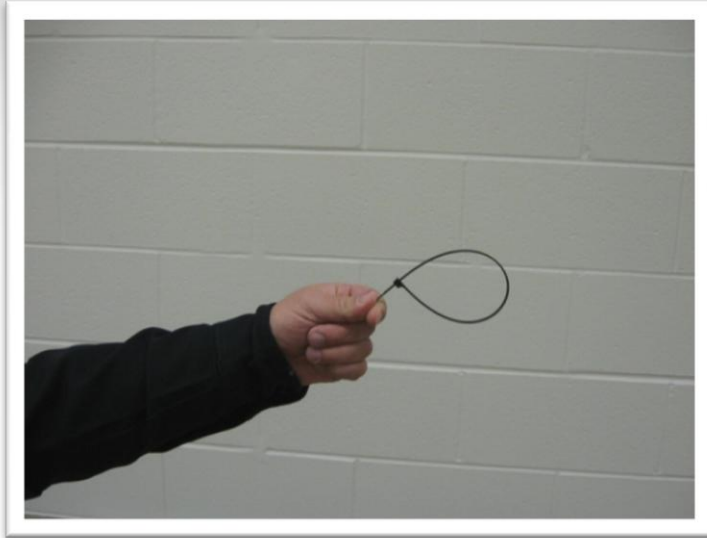
## Barricade Access Points



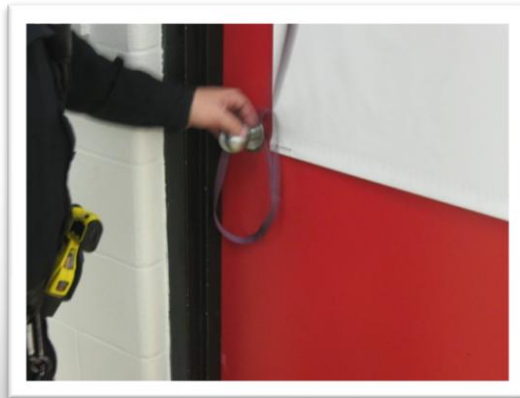
# Zip Ties on Door Closers



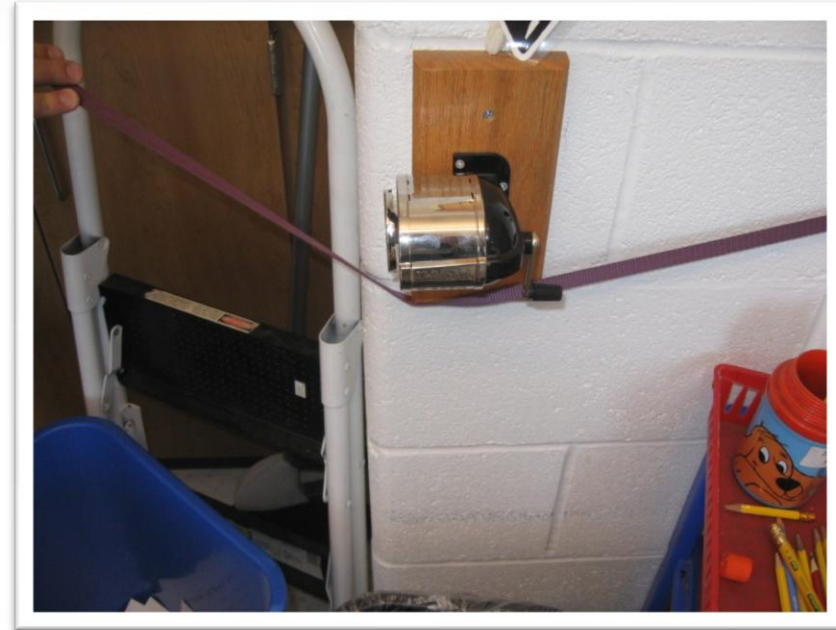
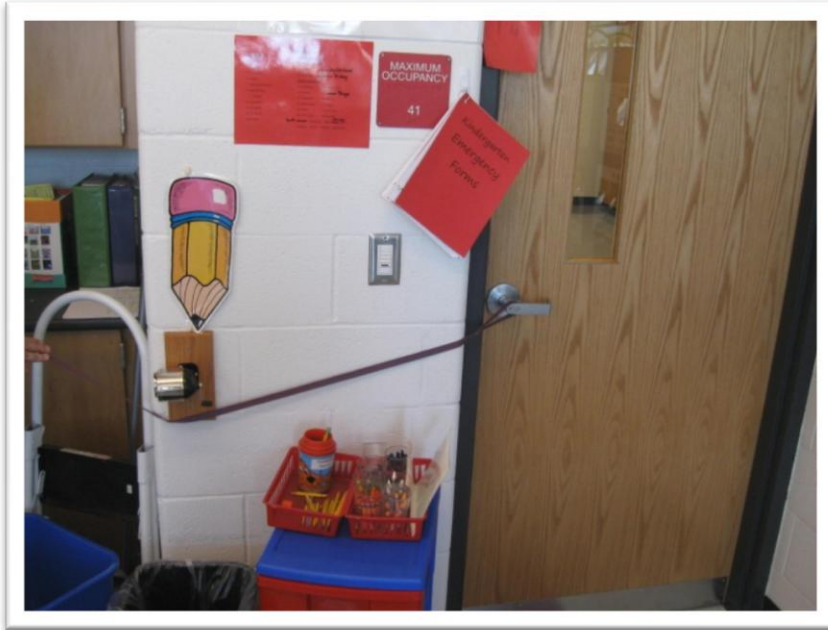
# Zip Ties on Door Closers



# Dog Leashes and Door Knobs

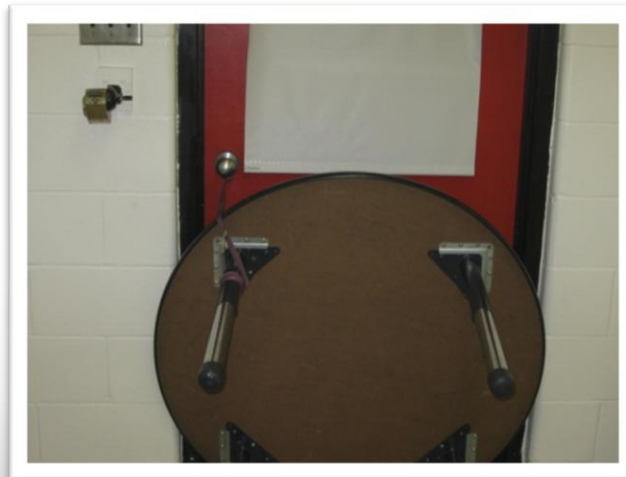


# Dog Leashes and Door Knobs





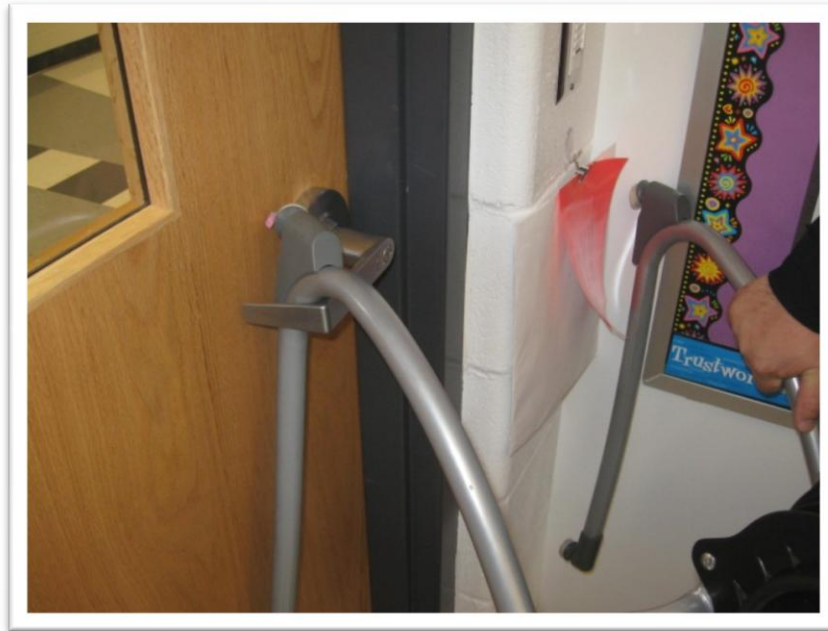
# Dog Leashes and Door Knobs



# Dog Leashes and Door Knobs

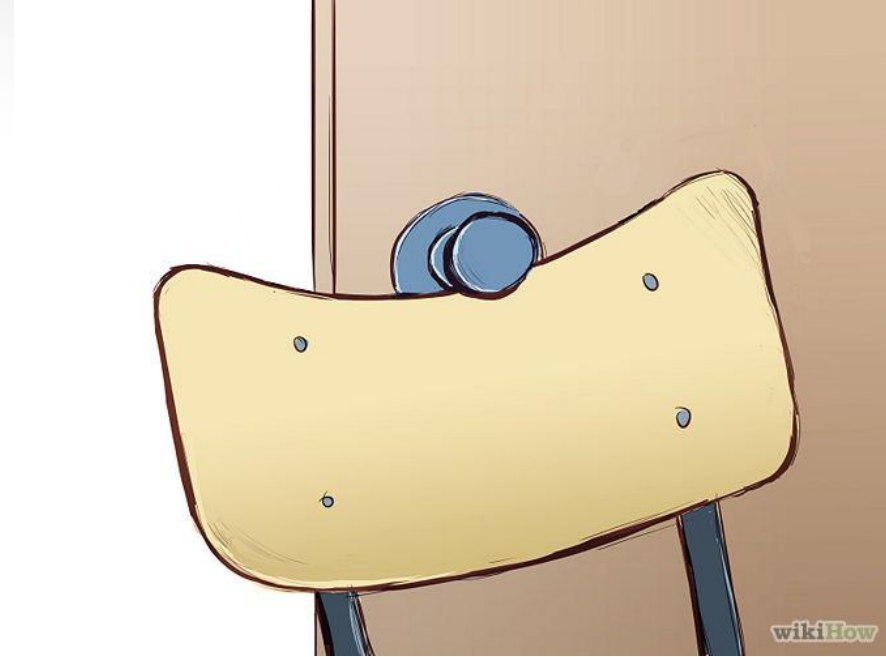


# Using a Chair on an ADA Handle



# All School Staff Must be Trained and Empowered to Act

- Staff members must be allowed to call a lockdown
- Staff members must be allowed to call 911
- Staff members must be able to make choices on how they keep themselves and students safe



# Staff, Students Must Be Taught How to Respond Under Stress on the Fly

- The report indicates that 10 students survived the attacks in the two unlocked classrooms by fleeing the rooms.
- This finding demonstrates the importance of staff and students being trained not to remain passive when they encounter an active aggressor in an enclosed area.

- Move to safe areas.
- Exit by whatever means possible, including breaking windows.
- Be prepared – is there something in every room that can be used to break a window with minimum effort?



- It is very important to point out that extensive research by fire service professionals demonstrates that when people in groups run inside a building, mass casualty loss of life is more likely to occur.
- While it may be best for people to run when in small groups or alone, larger groups can jam doorways causing mass casualty loss of life.

- Gaining control of a person who has gotten into the room armed with a deadly weapon.
- It is presumed that emergency personnel / first responders are not present
- Teachers and students are left to deal with a school shooter in their midst...alone.
- Students and teachers might have to physically attack a gunman.



# Sandy Hook Principal Probably Didn't Have a Chance to Fight Back



The report states that the principal and two other staff members went into the hall to investigate and were quickly shot.

# Rumors After Sandy Hook Prompted Many Schools to Implement Unproven Strategies

Students, parents and elected officials often urge action be taken quickly after a catastrophic event like the Sandy Hook shooting, and sometimes the strategies that are adopted have not been proven to be effective.



- **Stay Put**

- No threat to the safety of students or staff

- **Secured Perimeter- Shelter in Place**

- Something outside of the school building is considered a threat

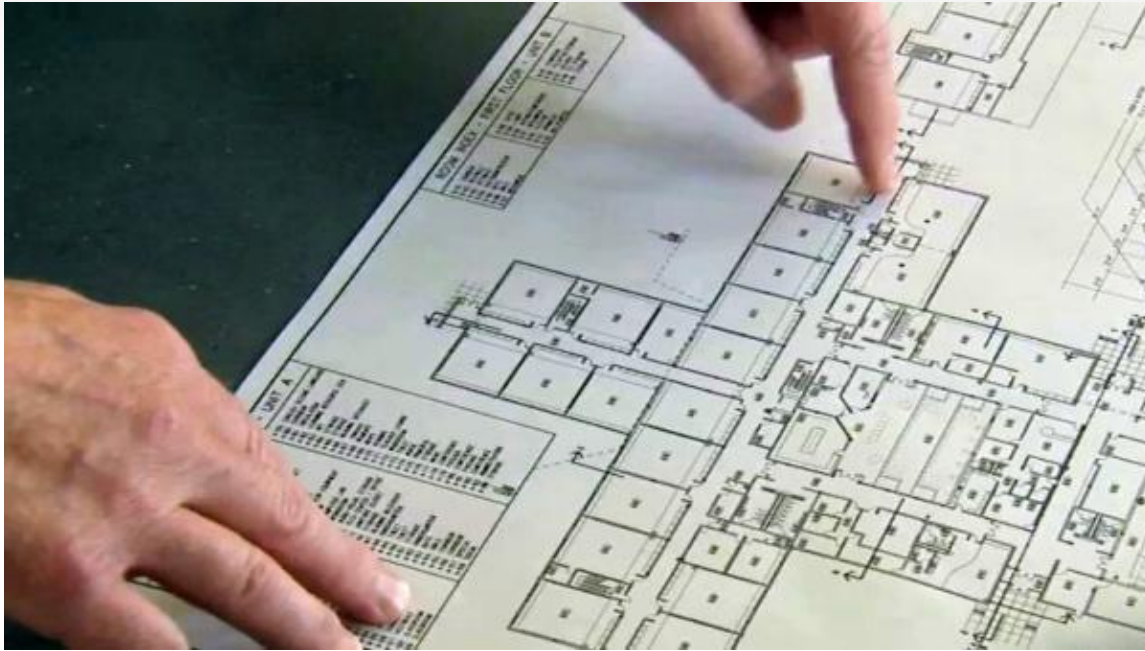
- **Lockdown**

- Threat is inside the school

- **Students need to stay where they are**
  - Medical Emergency or Maintenance Issue
- **Usually occurs right before class change**
  - May happen in the middle of class period and students may not be given hall passes at this time
- **No threat of harm to staff or students**
- **Parent Communications**



# Secured Perimeter – Shelter in Place



- Response to External Threat/Conditions
- Reverse evacuation
- Exterior doors docked
- Outside windows covered
- With minor changes to normal routine, education continues in the building
- Parent Communications

- Reserved for highest threat level
- Threat is inside the building
- District Lockdown Procedures Activated
  - Perimeter secured
  - Students in a safe area
  - If safe area is in the building, the entrance is barricaded
  - Exit the area if it becomes unsafe



- 1** Lock Out
- 2** Get Out
- 3** Take Out

# Important Things to Remember

- The Three Outs are not linear
- Staff members must have choices
- Allow them to trust their judgment



# Typical Lockdown



Students take cover in French Class in Holden Hall at Virginia Tech, next door to Norris Hall.

Photo by Chase Damiano

# Preparing to Take Out



# Current Trend in Access Control

- All doors are locked at the beginning of the school day
- Parents and visitors are “buzzed” in



- Michael Brandon Hill
  - Lived near the school
  - History of Mental Illness
- Followed a Parent
- Resolved by School Employee





# Interior Door Locking Mechanisms

1



3



2



4



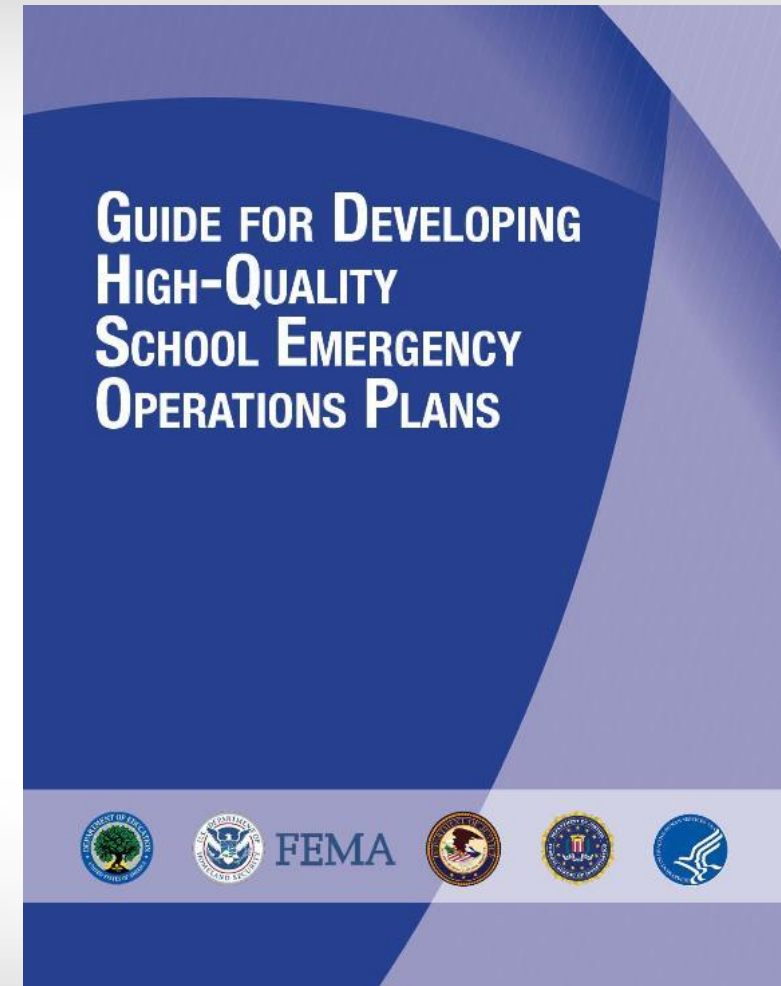
# Hardware vs. Training



- Sustainable solution
- You choose what new skills your staff acquires, targeting skills to meet the needs of your school for now and in the future
- Training your staff can result in better customer service, better work safety practices and productivity improvements

- They acquire new skills, increasing their contribution to the school and building their self-esteem
- Training will instill confidence and help calm fears caused by uncertainty
- Because they're being trained on your time or with CEUs, they see that you value them enough to invest in them

- Putting Best Practices from current research into place in our schools
- Building on practices we have already implemented in our schools
- Continuing our relationships with First Responders in our community
- On-going training in School Safety and Security
- Continuing to improve our Emergency Response Plans
- Training and Exercising



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