

T.W.K. Dirigo Middle School

Emergency Procedure Information for

PARENT/GUARDIANS & COMMUNITY

2022-2023



Fire Evacuation - Emergency Evacuation - Lockdown Procedures - Hold and Secure Procedure
Relocation and Reunification Procedure - Missing Student Procedure

Direct ALL media inquiries to the Central Office: 562-4300
Direct parent/guardian or community questions to the TWKDMS Office: 562-7552

Crisis Management Chain of Building Command:

- Principal Jason Long
- ALICE Trainer Earl Couture

Updated: August 09, 2022

TWKDMS Hold and Secure Procedure

| Why or when does this happen? | What do I need to know? |
|---|--|
| A Hold and Secure is used in a circumstance when it is not appropriate to have staff or student traffic in the hallways, but there is no imminent threat or danger. For example, a student falls while walking and is injured. While emergency personnel attend to the student, we do not need or want traffic in the hallways. | Parents/Guardians and Visitors need to understand the building will be locked during this time, so they will need to wait until the Hold and Secure is over before dismissing a student or entering the building. Parents/Guardians and Visitors outside of the building should report to their vehicle or stand at a distance away from the school until the Hold and Secure is over. It is important to be out of the way so that first responders (if called) can easily access the building. |

TWKDMS Lock Down Procedure

| Why or when does this happen? | What do I need to know? |
|---|---|
| A Lock Down is ordered when there is a potential threat inside or outside of the school and it is deemed not safe to have staff or student traffic in the hallways or continue with school activities. Staff and students are empowered to evacuate from the Lock Down position whenever they believe it is safer to evacuate than to stay in place based on the information they have. | <p>Parents/Guardians and Visitors need to understand the building will be locked during this time, so they will need to wait until the Lock Down is over before dismissing a student or entering the building. Because a Lock Down is a potentially serious situation, Parents/Guardians and Visitors outside of the building should take shelter away from the school and remain there until the Lock Down is over.</p> <p>Students are expected to stay off electronic devices unless using the device to directly communicate with emergency responders. In other words, while a parent may feel the urge to connect with students via cell phone, doing so may put that student or group of students at a greater risk. Additionally, parents should refrain from using social media to address the incident as misinformation or panic would impede the efforts of emergency responders.</p> <p>TWKDMS is certificated in the school emergency response program know as ALICE (Alert, Lockdown, Inform, Confront, Evacuate). Staff and students are trained and empowered to evacuate the building or take any other measures needed to escape a threat.</p> <p>Parents/Guardians SHOULD NOT come onto school grounds during a drill or emergency as their presence will likely impede the access and work of first responders and the efforts of the school to carry out procedures.</p> |

TWKDMS Relocation and Reunification

| Why or when does this happen? | What do I need to know? |
|--|--|
| <p>A relocation is ordered whenever it is safer for students and staff to be away from the building than remain with the building. For example, a bomb threat or hazard such as a chemical leak. When a continuation of the school day is possible, then the primary relocation sites will be another school setting. When a continuation of the school day is not practical, then parents/guardians will be informed which predetermined relocation site(s) will be used. Law enforcement, first responders and district staff are all familiar with the relocation and reunification sites, however parent/guardians and community will only be notified of these locations as needed.</p> | <p>All staff and students will board buses as trained at rally points away from the school and will not use personal vehicles or walk directly home.</p> <p>Parents/Guardians will get information regarding the location and other pertinent information from the Alert Now notifications using voice, text and email. Parents should NOT expect to be able to call the schools for further information as all office staff will be assisting with the reunification process.</p> <p>Upon arriving at the relocation point, staff will help students re-organize by advisory group for attendance. Students and staff will then remain in place until further instructed.</p> <p>Students will not be dismissed to parents until attendance is taken and an all clear is announced by administration to begin reunification. Although it is reasonable to expect students to use their personal electronic devices to communicate with parents, please do not allow students to use social media.</p> <p>Office personnel will establish a Dismissal Point to meet parents, confirm their identity and then send a staff member to escort the correct students to the correct parents. A sign out sheet must be kept.</p> <p>Students WILL NOT be dismissed to individuals unless that individual is an approved emergency contact with permission to dismiss a student.</p> |

TWKDMS Missing Student Procedure

| Why or when does this happen? | What do I need to know? |
|--|--|
| <p>Staff must take attendance during the Advisory Attendance Period at the start of each day. During the day staff must check attendance each period to confirm that the students present match the information in PowerSchool. Staff must immediately contact the office if there is an irregularity (such as an extra student or a missing student).</p> | <p>If the student is determined to not be in the building then the Main Office will contact parents and law enforcement. The issue then becomes a law enforcement investigation and the school will cooperate to help to locate the student.</p> |

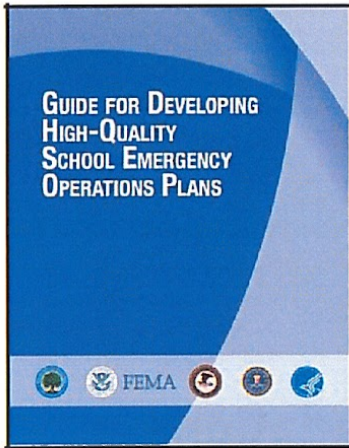


Active Shooter Recommendations U.S. Department of Education (2013)

**A "Lockdown Only" response to an Active Shooter
No Longer meets Government Recommendations**

ALICE Training Institute
Medina, OH 44256
www.alicetraining.com

File: 3129 US Department of Education (11.2014)



US Department of Education (2013)

- *Guide for Developing School Emergency Operation Plans*

Agency Participants in Authoring this Document

- U.S. Dept. of Education (US Dept. of Ed)
- U.S. Dept. of Health and Human Services (DHHS)
- U.S. Dept. of Homeland Security (DHS)
- U.S. Dept. of Justice (DOJ)
- U.S. Federal Bureau of Investigation (FBI)
- U.S. Federal Emergency Management Agency (FEMA)

See what this government Agency recommends for Active Shooter response.

Findings

In its 2007 publication, The US Department of Education's guidance for active shooters response was limited to lockdown. The 2013 edition expands the guidance to include multiple options that go beyond lockdown including Run, Hide or Fight. It also recognizes that staff and students may have to use more than one option and that the decision to do so should be made using their own judgment.

Background

On June 18, 2013, Vice President Biden released new guidelines for school safety that align and build upon years of emergency planning work by the Federal government. This guide incorporates lessons learned from recent incidents, and responds to the needs and concerns voiced by stakeholders following the recent shootings in Newtown, CT.

Lockdown is no Longer Enough

"You can run away from the shooter, seek a secure place where you can hide and/or deny the shooter access, or incapacitate the shooter to survive and protect others from harm." [Page 63]

"If running is not a safe option, hide in as safe a place as possible. In addition: Hide along the wall closest to the exit but out of the view from the hallway (allowing for an ambush of the shooter and for possible escape if the shooter enters the room)." [Page 65]

Multiple Options are needed

"As the situation develops, it is possible that students and staff will need to use more than one option." [Page 64]

Those in Harm's Way Should Make Their Own Decisions

"While they should follow the plan and any instructions given during an incident, often they will have to rely on their own judgment to decide which option will best protect lives." [Page 64]

Is your School exercising an appropriate “*Standard of Care*” in its “*Duty to Protect*” staff and students?

Schools: A Duty to Protect

Since Jefferson founded public education for the citizens of the United States, schools have been charged with the safety of children in their care - a duty to protect. Teachers and administrators have a responsibility to anticipate potential dangers and to take precautions to protect their students from those dangers.

What is the Standard of Care?

If a school district fails its duty to protect students from injury and an appropriate standard of care was not used, the district can be found negligent. The standard of care is not a statute or regulation that can be pointed to and expounded upon. The standard of care is a concept that is argued in courtrooms requiring school districts to answer questions like:

1. Did you comply with federal & state recommendations?
2. Is your policy consistent with comparable schools?
3. Did you comply with your own stated policy?

ALICE: the New Standard of Care

Historically, government agencies have recommended a lockdown-only approach that includes students hiding under desks or against walls. Some of these techniques originated during the cold-war as a method of protection from a nuclear threat. As ridiculous as this now seems, it was accepted in the era.

Today, government agencies (including the US Department of Education) have spent considerable resources researching active shooting events. Their findings have resulted in a change in guidance - a movement away from the cold war era techniques typically used in a lockdown-only approach. ALICE protocols are used almost exclusively in all new guidance.

Following current federal and state recommendations is a major step in limiting a school districts liability by demonstrating they have met today's standard of care.

Endorsed by Law Enforcement across the Country

ALICE is endorsed by law enforcement across the country and in line with recommendations from the: Department of Homeland Security (DHS); Federal Emergency Management Agency (FEMA); US Department of Education; along with many state agencies across the US.

About ALICE

The ALICE program was authored by a police officer to keep his wife, an elementary school principal, safe after the tragic events at Columbine. Since these humble beginnings, ALICE continues to be the leading active shooter response program in the US.

ALICE (Alert, Lockdown, Inform, Counter, Evacuate) training helps prepare individuals to handle the threat of an Active Shooter. ALICE teaches individuals to participate in their own survival, while leading others to safety. Though no one can guarantee success in this type of situation, this new set of skills will greatly increase the odds of survival should anyone face this form of disaster.

Get ALICE Certified

Being an ALICE certified organization demonstrates to your stakeholders that you are serious about safety: including the safety of your employees; visitors; and in the cases of schools – our children.

The ALICE Certified mark, which is backed by our research and years of experience, indicates to your stakeholders that you have gone the extra mile to practice safety training that has been deemed to be critical to help survive today's violent intruder events. To learn more please visit us at www.alicetraining.com



7 Tips for Classroom Setup to Guard Against a School Shooter

One of the most basic ways to increase safety in schools is to set up classrooms in a safer way. For an ALICE Certified teacher classroom safety becomes an utmost priority. Here are some tips on how to maximize safety and support ALICE strategies through specific environmental changes to the standard classroom layout.

Keep in mind that the application of these suggestions depends on the physical layout of your classroom, the resources that you have available, and the level of authority that you have to make changes in your classroom. So as you get your classroom ready and prepare for the upcoming school year, keep these important ALICE school security tips in mind:

1. Step: Know the layout of your school and the nearest exit to your classroom



WHY: Teachers need to be aware of the overall school layout, classroom numbers, and hallway names. In the moments of a violent intruder or active shooter, any information regarding the situation will be immensely beneficial to you in making survival decisions. However, if you are not familiar with the layout of the school, then information that you may receive during a crisis will not be helpful to you in making survival decisions. In this picture, you see the entrance of the school closest to our sample classroom.

2. Step: Place your natural teaching position as far from the door as possible



WHY: Sadly, a trend that appears in the school shooting tragedies of the past is that the teachers, as leaders of the classroom, are typically the first target of an attack. Because of this fact, you should consider putting your natural teaching position farther away from the door, to help buy more time should an incident occur. Students are counting on you for instruction in these types of situations so it is imperative that you be able to advise them. Additionally, the farther you are from the violent intruder, the more difficult of a target you become. Many classrooms have fixed features so you may be limited in how you can arrange your teaching area. See the picture here from the perspective of the doorway. The teacher's main area of focus is now across the room from the door.

3. Step: Consider arranging a low bookshelf to create a path into the class



WHY: By creating a natural barrier on the way into the classroom, you build an obstacle that an intruder would have to work around to accomplish his mission. The goal of ALICE strategies in school safety training is to increase your chances of survival during a violent situation, and to do this, your job is to make it more difficult for the attacker to succeed. In this picture, you see how the teacher was able to create a path that would slow someone down from storming into the classroom.

4. Step: Pre-plan how you will barricade your room in case of a violent intruder



WHY: One of the best tips that you can work on while setting up your classroom is to assess the overall environment of the room and figure out the ways you can barricade the room. You can arrange your furniture in ways that facilitate quicker barricading. In this picture you see that a heavy file cabinet has been placed by the door.

pg. 1



Contact ALICE Training Institute with any questions. We are happy to help!



ALICETraining.com or 226-661-0106

5. Step: Observe the type of door on your classroom



WHY: Additionally, the type of the door that exists on your classroom impacts how you plan your room for a barricade. If your door opens in you should set up the room differently than if your door opens out. The type of door you have also impacts the way that you would barricade the door. Does the door have glass in it or beside it? What type of handle does it have? Is it a solid door or a hollow core door? Does it have a hydraulic opening arm at the top? Does the door handle lock with a key and do you have to go outside to lock it? Is the door frame metal or wood? Is the door in good working condition? For this example, there is some good news and bad news with this particular door. On the positive side it is a solid wooden, outward opening door, however, it has no hydraulic closing arm and has a round, push button lock handle. A round handle is one of the hardest handles to secure and would need to be modified for optimal barricading.

6. Step: Know how to utilize your classroom windows



WHY: Teachers must also consider alternative ways of evacuation from their particular classrooms. If you have windows are you prepared to use them for evacuation purposes? How do your windows open? Can people fit through your windows? What floor are you on? Is it safe for people to drop from your windows? Prepare yourself for breaking the window if necessary. In this example, these particular windows do slide open. The teacher inspected the windows from the outside and, although not ideal, determined that if she could help each child out of the windows one at a time, they could drop to the ground without injury. However to do this, she would need to be able to stand on a sturdy piece of furniture, so she placed a table beside her reading table and this would be her place of deployment.

7. Step: Consider keeping your door locked at all times you have students in your room



WHY: Finally, while it can be an inconvenience to keep your door locked at all times, it is an immediate barrier that can exist if an attack begins just outside of your classroom. A locked door may buy you precious time to begin using another ALICE concept to increase chances of survival.

All of these suggestions give you time to recognize and respond should someone try to gain entry into your room. These are all things you can do now that won't disrupt your management of the class. After going through ALICE Training, teachers see the classroom and their world through different eyes. We at the ALICE Training Institute are always here to answer questions for you. Be Safe and have a great school year.

pg. 2



Contact ALICE Training Institute with any questions. We are happy to help!

AliceTraining.com or 330-661-0106

