



# Spencer-East Brookfield Regional School District

## Office of the Superintendent

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**Paul S. Haughey, Ed.D.**  
**Superintendent of Schools**

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Dear Parents and Guardians,

In recent days I have received several inquiries as to our established procedures relative to safety, fire drills and lockdowns. In light of recent events, I'm sure you agree that safety is of the utmost importance.

The following list of definitions developed by the Executive Office for Public Safety is intended to clarify the various procedures we use in the Spencer-East Brookfield Regional School District.

Schools have already practiced drills and within the next few weeks, SEBRSD school administrators will again be reviewing and conducting practice for these procedures. Please emphasize with your child the importance of taking these procedures seriously. All of these safety measures are focused on providing the safest learning environment possible and keeping our buildings secured and our students safe. As always, please feel free to contact your child's school or my office if you have any questions.

### **School Safety - Incident definitions**

**Evacuation** is used when the building can no longer be safely occupied, for example, in case of fire, gas leak, or other hazardous material incidents occurring in the building, structural failures, suspicious packages, or bomb threats. All students, staff, and visitors leave the building through the nearest and safest route to designated gathering areas.

**Shelter-in-Place** (sometimes referred to as Stay-in-Place) provides refuge for occupants within the school building during an incident. It is used when it is safer inside the building than outside; for example, in weather emergencies, medical emergencies, violence, or other criminal activities outside the building. Depending on the incident, all exterior doors and windows are locked (in case of a violent person in the neighborhood) or all ventilation drawing air from outside is shut down (in case of an air borne chemical spill). Shelter-in-Place may be also be used to simply stop movement in the building (in case of a one student medical emergency). In addition, students and staff may be directed to designated, safe areas chosen for the specific incident; for example: gymnasiums, hallways, auditoriums, or classrooms.

**Lockdown** provides protection for student and staff when weapon-related violence is in progress or imminent in the building. It is designed to place barriers between the building occupants and assailant(s). When lockdown is called, all students and staff stay in or go to the nearest room. All classroom and office doors are locked. Students and staff sit in their room's designated safe area (away

from windows and doors). Lights, monitors, and projection equipment are turned off. Strategies are used to keep students calm and quiet. For example, younger students may draw, while older ones may read. Depending on the situation, there are several ways to enhance a lockdown to empower individuals to take common sense actions critical to their safety. These may include: 1) barricading the door using available furniture and other objects; 2) distracting or countering the assailant, and 3) self-evacuation. These actions are often based on the response strategies of Alert - Lockdown- Inform - Counter- Evacuate (A.L.I.C.E.); Run - Hide - Fight (U.S. Homeland Security), or Evacuate - Hide - Take Action (New York City Police Department).

**Student Release or Family Re-unification** is when students are picked up directly by a parent or designated guardian after an incident. It is intended to provide accurately for the release of every student and ensures no student is released to an un-authorized adult. Parents and guardians will need to be informed of the designated pick-up site for that day. Finally, avoiding exposing students to more physical or psychological harm is critical.

Sincerely,



Paul S. Haughey, Ed.D.  
Superintendent of Schools