

# CLINTON PUBLIC SCHOOLS SCHOOL CRISIS RESPONSE PROTOCOL

## REVISIONS MARCH 30, 2018

The following revisions are the result of work done by the CPS Safety Committee on March 21, 2018.

Based on this meeting the following changes are being implemented:

- “Code Blue” and “Code Red” have been removed as response protocols
- “Shelter in Place” has been added as a response protocol
  - This is a response to non-life threatening situation which requires all to remain locked in a room
- “Lockdown” has been added as a response protocol
  - This is a response to more serious situation which incorporates some basic ALICE principles.

The following is the plan for implementation:

- March 30 - Review the protocols with all staff
- April 3 - Review the protocols again with all staff at faculty meetings
- April 4 - Communicate the new protocols to parents via ConnectEd
- April 5 - Teachers inform and review the new procedures with the students in their classrooms
- April 13 - “Lockdown” Drills at all schools (tentative)
  - Principal will do a ConnectEd following the drill
- May 2 - Safety Committee meeting to review and reflect on drills
- May 22 - Additional online ALICE training for all staff

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# SHELTER IN PLACE

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Shelter in Place is a response to a non-life threatening crisis. For example a “Shelter in Place” could be called if there were an animal in the building or a potential hazard outside. A “Shelter in Place” could be changed to a “Lockdown” if necessary or a “Lockdown” could be changed to a “Shelter in Place” once a threat is neutralized.

**SHELTER IN PLACE:** Once Shelter in Place is called, the following steps should be taken:

- Quickly look outside the door and invite anyone immediately outside into the classroom
- Lock and Close your door
- Teachers should make a list of names of all in the room
- Classroom activities may continue as normal
  - Do not send anyone out of the room
  - Do not leave the building
- Ignore any bells
- Contact the office only if you have an emergency in your room
- Maintain in this state until further notice from the office

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# LOCKDOWN

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Lockdown is a response to a potentially life threatening crisis. This lockdown procedure is an initial response that staff and students should follow once instructed to go into Lockdown.

**ALERT:** Anyone who becomes aware of a crisis situation should immediately alert the front office with as much detail as possible. The front office will communicate “Lockdown” over the intercom system.

**LOCKDOWN:** Once Lockdown is called, the following steps should be followed:

- Quickly look outside the door and invite anyone immediately outside into the classroom
- Lock and Close your door
- Shut off lights and other sources of light (Computers, TVs)
- Everyone in the classroom should find a distraction object such as a stapler, calculator, book, etc.
- Barricade the door
- Everyone should spread out and take cover within the classroom
- Teachers should attempt to make a list of names of all in the room
- Ignore any bells or fire alarms
- Assume the threat still exists until informed otherwise
- Do not open the door upon request unless it is for verified law enforcement

**INFORM:** The front office will use the intercom and any other available form of communication to help inform staff and students of the threat and allow them to make informed decisions about their next steps. Contact the office only if you have information pertaining to the threat.

## **Notes for training and reviewing with students:**

**ALERT:** Will try to communicate as much information as possible. We will use any form of communication we can at the time. This could include the intercom, cell phones, text messages, apps, email.

### **LOCKDOWN:**

- Lock and close door
- Barricade the door - Be sure it's something you can move to exit if necessary
- Spread out throughout the room with counter device
- Do not huddle
- Look for alternative escape routes

### **INFORM:**

This is a continuation of Alert, we will continue to provide information so that you can make informed decisions about your next steps such as to counter or evacuate.

**COUNTER:** (It is NOT fighting back- This will be covered in future trainings)  
If your location becomes compromised you want to interrupt the perpetrators OODA loop. To do this you may throw the distraction objects, swarm the perpetrator, make noise, or move around. This is a last resort.

### **EVACUATE: (Preferred Response)**

Based on the information being shared, you may leave the building if you have the chance to do so. Leave all belongings and do not go to personal vehicles. Get to a safe location. The locations will be mapped out in more detail this summer, for the remainder of this year use the following:

- CMS & CHS: Head to the veterans athletic complex. Attempt to remain out of sight.
- CES: Head to another building such as central office or the fire station.