

ALICE[®]

TRAINING INSTITUTE

ALERT

Initial Alert may be a gunshot, PA announcement, etc...
Avoid code words.

LOCKDOWN

If Evacuation is not a safe option, barricade entry points.
Prepare to Evacuate or Counter if needed.

INFORM

Communicate real time information on shooter location.
Use clear and direct language using any communication
means possible.

COUNTER

As a last resort, distract shooters ability to shoot accurately.
Move toward exits while making noise, throwing objects,
or adults swarm shooter.

EVACUATE

Run from danger when safe to do so using non-traditional
exits if necessary. Rallying point should be predetermined.

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Lockdown Practice Procedures

PA announcement: “This is a practice lockdown - this is a practice lockdown”

1. Briefly & quickly scan the hallway for a student
-if you see one, pull them into your class.
2. Lock your door and cover door window
3. Drop your blinds.
4. Have students in an area not visible from hall or outside.
5. Engage your students in conversation, regarding what you've learned in A.L.I.C.E. training (you don't need to sit quietly as this is a drill). Talk about (age appropriate, of course) when you'd ask them to fight/counter (block the door, grab something to throw), when you'd evacuate (window, etc.), and what kind of decision points would be present in a situation. Also, discuss what you may need available in the classroom if the Lockdown were to last for an extended period of time.
6. Your door will be unlocked by law enforcement or school administration if you're with students – that is how you'll know that the drill is over. You'll need to remove the possible barriers but the door will be opened for you to ensure the "all clear" is provided to you.

We may (or may not) announce the end of the drill. Call the office if you're not sure.

Hall Check Practice Procedures

PA announcement: “This is a practice Hall Check – This is a practice Hall Check. Our doors will be locked and closed until further notice.”

1. School administration, counselor, maintenance, and office staff will check that all perimeter doors are locked and check halls. Paraprofessionals will check halls and restrooms for students.
2. School day will 'continue as usual', with school administration opening perimeter doors to the main school building for students/guests as appropriate.
3. When the threat passes, administration will announce an end to the Hall Check and allow for class transitions.

Evacuation Practice Procedures

PA announcement “This is a practice evacuation – this is a practice evacuation” or the fire alarm may sound

1. Teachers take class rosters, green/red card, and emergency kit and escort students to assigned evacuation areas. Paraprofessionals will sweep the building to check halls and bathrooms.
2. Students should take cell phones and jackets/coats (as needed), but leave all other items. Do not go to lockers or other rooms in the building to retrieve items.
3. Administration will check to see if all students are accounted for (green cards). Red cards are shown if a student is missing.
4. Once cleared students and teachers may return to class.
5. Additional stages of evacuation may exist – the following directions may be given:
 - a. Evacuate to buses on North end of school campus
 - b. Evacuate to the LDS church and assemble in the gym with your class
 - c. Evacuate to the football field
6. In the event of a real threat a teacher or staff member may evacuate students to an area off campus for safety. This should be texted immediately to administration and other teachers.

How to respond when Law Enforcement or EMS arrive

1. Remain calm and follow officers/EMS instructions
2. Put down any items in your hands (i.e. bags, jackets)
3. Raise hands and spread fingers – keep hands visible at all times
4. Avoid making quick movements toward officers/EMS – do not hold onto them.
5. Avoid pointing, screaming or yelling.
6. Do not stop to ask officers/EMS for help or directions when evacuating. Proceed in the direct from which officers/EMS are entering the premises.
7. Understand that in the event of an active shooter officers will not stop to help wounded or injured. The first priority is the shooter. EMS will help once the area is secured.