

## Recommended Safety Protocol - Common Terminology - School Immediate Action Steps June 2019

Dear School Districts in Illinois:

In November 2018 several Coordinators and Directors of School Safety, working for school districts in the region, gathered to form an association of our work together. This group formed by-laws and objectives for the discussion to prevent school violence and ongoing safe school environments.

NISSAA Goals - To work together striving for:

1. Common language in safety immediate response terms and procedures;
2. Common emergency operation plan templates for school districts to have plans that work in concert with emergency responder local, county, state and federal agencies;
3. Create school safety training programs consistent with the current needs from school districts large and small;
4. Create opportunities to develop a method to provide mutual aid to school districts in a manner consistent with emergency responders for the safety and welfare of member district;
5. Develop a method for cooperative peer evaluation of member agencies for the improvement of school safety for all member and partner agencies in a cost-effective manner, being good stewards of taxpayer funds.

The first goal was to develop consistent immediate action terms used by all districts in the region, possibly for all of Illinois. Below are our recommendations:

Response Terms	Protocol Description
"Secure the Building and Teach"	<i>There is a hazard outside of the school building that requires all persons to remain inside the school building</i>
"Hold in Place and Teach"	<i>A situation inside the building that requires immediate action for all staff to stay put. It is non-life threatening to the general population and to the school</i>
"Evacuation"	<i>Unsafe inside, such as fires, chemical spills, and gas leaks - use fire alarm or announcement</i>
"Severe Weather"	<i>Severe weather that may cause structural damage</i>
<p>Change from Lockdown to District Specific to Training:</p> <ul style="list-style-type: none"> <li>• "Run - Hide - Fight"</li> <li>• "Alice, Alice, Alice"</li> </ul>	<p><i>Traditionally known as "lockdown," N.I.S.S.A.A. recommends using a term that activates your training plan for active shooter/active threat.</i></p> <p><i>Examples include:</i></p> <ul style="list-style-type: none"> <li>• <i>ALICE, ALICE, ALICE for a district that uses ALICE, or</i></li> <li>• <i>Run, Hide, Fight for districts that have FEMA IS907.</i></li> </ul> <p><i>As NIMS does not recommend code words, using a term like "ALICE, ALICE, ALICE" requires extensive training.</i></p>

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Response Terms	Protocol Description
<p><b>“Secure the Building and Teach”</b></p>	<p><b><i>This is in response to dynamic concerns <u>outside of the building</u></i></b>  <i>*Community police or suspicious activity, hazardous spill, vehicle/medical incident near school</i></p> <ul style="list-style-type: none"> <li>● Move students and staff inside, secure the building, and normalize</li> <li>● Regular mobility and activities inside the building can continue</li> <li>● Allowing entry or leaving depends on the circumstances - contact police for further instructions</li> </ul> <p><b>Classroom Action Guide - example</b>                      Hazard outside school building. A Secure Building as a precautionary step.</p> <ul style="list-style-type: none"> <li>● Move back to your area – normalize and continue activities inside</li> <li>● Take attendance, notify office of missing/extra students</li> <li>● All doors are locked; no one leaves or enters the building</li> <li>● If instructed, close blinds</li> <li>● Listen for further announcements, directions and updates</li> </ul> <p>If <b>outside</b>, collect students and move inside the school building.                      If the <b>fire alarm</b> is pulled, evaluate your situation and plan an escape route, if necessary. Stop and access at all transitions.</p>
<p><b>“Hold in Place and Teach”</b></p>	<p><b><i>This is in response to events that require movement <u>inside the building to stop</u></i></b>  <i>*Non-life threatening to the general population to the school - medical emergency, disciplinary event, locker search</i></p> <ul style="list-style-type: none"> <li>● Students and staff are to be held in their current location</li> <li>● Teaching and regular classroom procedures may continue</li> <li>● No one should leave or enter the building during this safety alert</li> </ul> <p><b>Classroom Action Guide - example</b>                      Incident is occurring within school</p> <ul style="list-style-type: none"> <li>● Stay put until instructed otherwise</li> <li>● Check hallway – let students/personnel in the nearest classroom</li> <li>● Lock classroom door</li> <li>● Do not permit anyone to enter or exit</li> <li>● Take attendance and stay where you are</li> <li>● Continue teaching and learning – normalize</li> <li>● Ignore bells until told otherwise</li> </ul> <p>If <b>outside</b>, collect students and maintain outdoor activity.                      If the <b>fire alarm</b> is pulled, evaluate your situation and plan an escape route, if necessary.</p>

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<p>“Evacuation”</p>	<p><b><i>This is in response to events that deem the inside of the building unsafe requiring everyone to evacuate</i></b>  <i>*Fire, chemical spill, gas leak, unsafe environment, etc...</i></p> <ul style="list-style-type: none"> <li>● All students and staff are required to leave the building when this safety alert is called</li> <li>● Deliberately and safely slow down the process of evacuation</li> <li>● No one should re-enter the building</li> </ul> <p><b>Classroom Action Guide - example</b>  Hazard inside requires relocating outside</p> <ul style="list-style-type: none"> <li>● Upon alarm or notification, stop what you are doing, evaluate your situation, get everyone’s attention</li> <li>● Conduct headcount of students/staff/volunteers</li> <li>● Take Red/Green Cards with Classroom Action Guide</li> <li>● Take Classroom Action Map, if needed</li> <li>● Gather students and announce: “Stop and Assess at Every Transition”</li> <li>● Lights off and close the door – do not lock</li> <li>● Start the evacuation using primary or secondary route <ul style="list-style-type: none"> <li>○ <b>Primary:</b> Solid RED line</li> <li>○ <b>Secondary:</b> Dotted RED line</li> <li>○ At each transition, evaluate situation for smoke, fire or other danger</li> </ul> </li> <li>● Take attendance once a safe distance outside</li> <li>● Hold either Red or Green Card: <ul style="list-style-type: none"> <li>○ <b>Red Card:</b> Injuries, Missing/Extra Student(s)/Help</li> <li>○ <b>Green Card:</b> All Accounted For/OK</li> </ul> </li> <li>● If you saw smoke, fire or danger, immediately notify administration and the fire department</li> <li>● Supervise students and wait for instructions</li> </ul>
<p>“Severe Weather”</p>	<p><b><i>This is in response to severe weather events that require staff and students to take cover in approved shelter locations inside of the building</i></b>  <i>*Severe weather that may cause structural damage</i></p> <ul style="list-style-type: none"> <li>● No one should leave or enter the building during this safety alert</li> </ul> <p><b>Classroom Action Guide - example</b>  Weather requires relocating within school to designated areas</p> <ul style="list-style-type: none"> <li>● See Classroom Map for routing directions and designated shelter areas</li> <li>● Follow Blue Line on Evacuation Map to designated area</li> <li>● Take severe Weather/tornado position</li> <li>● Take attendance, notify administrator of missing/extra students</li> </ul>

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	<ul style="list-style-type: none"> <li>● If the designated area is full, alternative approved shelter areas within the building include first floor:             <ul style="list-style-type: none"> <li>○ Hallway (away from doors and windows)</li> <li>○ Bathrooms and inner offices</li> </ul> </li> <li>● <b>MOBILE</b> classroom – if 50+ MPH winds, move into building</li> </ul> <p>If <b>outside</b>, immediately return indoors and seek appropriate shelter. If the <b>fire alarm</b> is pulled, evaluate the situation and plan an escape route, if necessary.</p>
<p><b>District Specific to Training</b> “ALICE - ALICE - ALICE” “Run - Hide - Fight”</p>	<p><b><i>This is in response to events that require the activation of a district’s active threat protocol/safety alert.</i></b> <b><i>*Active assailant with a firearm or active threat with any other weapon capable of causing death or great bodily harm.</i></b></p> <p>Announcement:</p> <ul style="list-style-type: none"> <li>● Run -Hide - Fight</li> <li>● ALICE - ALICE - ALICE</li> <li>● Followed up with common language describing the threat if possible</li> </ul> <p><b>Classroom Action Guide - example</b> Active threat inside school building</p> <ul style="list-style-type: none"> <li>● Inform others of the situation – no code words</li> <li>● Assess situation – you have options</li> <li>● <b>RUN</b> – Run if you think you can get away             <ul style="list-style-type: none"> <li>○ Move out and away from the building</li> <li>○ If <b>outside</b>, gather students and move away from the school building</li> </ul> </li> <li>● <b>HIDE</b> – If you cannot safely run             <ul style="list-style-type: none"> <li>○ Lockdown or Hide in a classroom, office or staff bathroom</li> <li>○ Lock and barricade the door</li> <li>○ Prepare to fight</li> <li>○ Lights off</li> <li>○ Do not worry about window blinds</li> <li>○ Move out of view from hallway windows</li> <li>○ Take attendance</li> <li>○ <b>Do Not</b> display Red/Green Cards</li> <li>○ Make plan “B” – escape or fight</li> <li>○ If <b>fire alarm</b> sounds during lockdown, evaluate the situation and plan an escape route</li> </ul> </li> <li>● <b>FIGHT</b> – If fight is required, block the door, everyone fights as a team, defend yourself with whatever means possible</li> </ul> <p><b>EVERYONE NOTIFY POLICE</b> – when safe, everyone calls police</p>