



Safety at Thomas MacLaren School

At Thomas MacLaren School, we are keenly aware that we are being entrusted with the safety and welfare of children. While our primary work is educating these children, we know children need safety and security in order to be free to learn. While we cannot plan for every contingency and make a full-proof plan for all hazard prevention, we are nonetheless charged with the care and the safety of our students.

As an important component of school safety planning, the Thomas MacLaren School Board has adopted the National Response Framework and National Incident Management System (NIMS) as applicable to schools. In adopting the National Response Framework and NIMS, Thomas MacLaren School uses Incident Command System (ICS) to ensure all responders use common language and processes when responding to a school emergency. Staff are trained on their roles and responsibilities within the ICS organizational chart, and the school refines these roles during regular drills and table top exercises. We evaluate our systems and procedures after these exercises, and work to make our systems and protocols clearer and more effective as a result.

One important aspect of ICS is the ability to use the same language as law enforcement for very clear communication in a crisis.

At the recommendation of law enforcement, MacLaren works to create emergency response protocols aligned with Standard Response Protocols (SRP). The SRP is action-based, flexible, and simple. Five distinct action categories may be used to direct an incident. The category of incident will be communicated followed by specific actions associated with that category. This enables swift and coordinated responses from students, staff, and teachers, and first responders. The five actions are **Hold, Secure, Lockdown, Evacuate, and Shelter**. Please see the explanations for each below. Note that the way we use the terms Lockdown and Shelter are changing.

1. Hold



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual

Hold: There may be situations that require students to remain in their classrooms. For example, a disruption in the hallway may require keeping students out of the halls until it is resolved. A medical issue may require only one area to be cleared, with halls still open in case outside medical

assistance is required. There may be a need for students who are not in a classroom to proceed to an area where they can be supervised and remain safe.

2. Secure



SECURE! **Get inside. Lock outside doors.**

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual

The **Secure** Protocol is called when there is a threat or hazard **outside of the school building**. Whether due to criminal activity in the immediate neighborhood or a wild animal on the playground, **Secure** uses the security of the physical facility to act as protection. Typically, once all students are inside and accounted for, school business can proceed as normal. Parents who are attempting to pick up their children during a Secure incident should stay in their cars and call the main office who can communicate a plan with them. Depending on the location of the incident (for example, is it a mile away, or is it right across the street?) students may or may not be released to parents. In extreme situations, parents will be advised to avoid campus or to delay pickup of their child.

3. Lockdown



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend

Lockdown (formerly called *Shelter-in-Place*) is called when there is a threat or hazard **inside the school building**. From parental custody disputes to intruders to an active assailant, **Lockdown** uses classroom and school security actions to protect students and staff from the threat.

4. Evacuate



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students
or adults

Evacuate is called when there is a need to move people from one location to another. This would be necessary, for example, in the event of a heating/ventilation system failure, nearby gas leak, or bomb threat. In those cases, people will be allowed to bring their personal items with them. An evacuation drill is very similar to a fire drill and may also be used in a fire emergency.

5. Shelter



The poster features an orange circle on the left containing a white icon of a person standing under a roof. To the right of the icon, the text reads: **SHELTER! Hazard and safety strategy.** Below this, it is divided into two columns: **STUDENTS** and **ADULTS**. Under **STUDENTS**, it says "Use appropriate safety strategy for the hazard" and provides a table of hazards and strategies. Under **ADULTS**, it says "Lead safety strategy", "Account for students and adults", and "Notify if missing, extra or injured students or adults". In the bottom right corner, there is a logo for the Standard Response Protocol (SRP) for K12 schools, with the text "STANDARD RESPONSE PROTOCOL" and "K12 2021".

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

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Shelter (*note: not Shelter-in-place*) is called when specific protective actions are needed based on a threat or hazard. Training should include response to threats such as tornado, earthquake, hazardous materials situation, or other local threats.

Reunification: Should evacuation offsite be necessary, please know that reunification can take time. Communication with parents will happen as directed by law enforcement. Parents should not arrive at school or the reunification location without clear direction. Staff have been directed not to release a student unless a photo ID is used by the parent or guardian. With over 900 students, this could take hours. Should this situation arise, patience and cooperation will be needed from everyone involved.

General Communication: The most common incident we have at MacLaren is the need to go into Secure Building. Usually we receive a call from law enforcement or from District 11 that there is an incident within a few miles of us. If we make the decision to secure the campus, staff move into action as trained. Depending how long the incident goes on and what its impact is on parents' ability to pick up their children, we will send out communication on the situation. Often these situations are resolved quickly, and so we send out communication after the incident is resolved. We will give you the information we have. Sometimes we don't actually know what is going on outside of the school, but we will be as transparent as we can. If we announce that we are in secure building, and that all students are safe in the building, please know your child is in a safe, secured environment. We will not lift the secure building until, in concert with law enforcement, we are confident that the risk has been removed. Calling the school in an emergency often uses up the phone lines that we are using to stay in communication with law enforcement as needed.

Safety Team: MacLaren's Safety Team is composed of school leadership, and representatives from other key areas of the school, from Facilities to Special Services. This team meets at least quarterly to do a site assessment and a review of our organizational structure. The team also

plans future trainings. Additionally, the Safety Team meets with an expanded team, the Threat Assessment Team, that has more stakeholders, to review specific threats to the school community. This team also meets quarterly.

Questions?

The Executive Director, Mary Faith Hall, heads both of these teams. While, for security reasons, we do not release our full Emergency Operation Plan, feel free to reach out with further questions that are not addressed by this document. You can reach Mrs. Hall at mfhall@maclarenschool.org