

Prepare for Safety



KCIA Safety and Preparedness Staff Presentation
November 2024

Welcome

Introduction of the District Safety and Preparedness Team:

Kaylin Griffin (Elementary Representative)

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Goals for Our Time Together

1. Continue to build common vocabulary around safety and preparedness.
2. Solidify expectations for all in our community around safety and preparedness.
3. Empower all to make informed decisions around safety and preparedness.
4. Provide teachers with a tangible emergency kit and copy of KCIA-specific safety & preparedness plans.

Agenda

- I. Safety and security upgrades
- II. Flip Book 101 - Common emergencies, associated vocabulary, and expectations
- III. Active Intruder - Empowering all to make decisions that lead to safety
- IV. Practice make perfect - K-8 Drill
- V. A word from the KCPD
- VI. Resources shared

Focus on Safety

Intentional Upgrades Made to Help Our Community be Safe

- New location for the main security station with a secured inner door
- Intentional scheduling of the security team to maximize security support
- Window overlay on all ground floor windows that is shatter resistant
- Upgraded/additional cameras
- In process of adding locks on classroom and office doors (deadbolts or stronger locks)
- Additional speakers added to outside playground and soccer field
- New parking lot will have lighting and cameras
- Crosswalk will be added from parking lot to KCIA campus
- KCPD Disclosure Agreement
- Shared KCIA blueprints/ building maps and emergency plans (with reunification locations) with KCPD

Security investment in 2023-2024: \$100,000

Flip Book 101

Stay and Teach



STAY & TEACH

ALL STUDENTS/STAFF REMAIN IN CLASSROOMS UNTIL FURTHER NOTIFIED. NO TRANSITIONS OR HALLWAY MOVEMENT.

When a threat or hazard is inside the school building (e.g., medical emergency in the hallway)

STUDENTS:

- REMAIN IN CLASSROOMS OR CURRENT LOCATION
- NO PASSES FOR ANY REASON.
- REMAIN CALM.
- LISTEN TO DIRECTIONS.

TEACHERS:

- CLOSE CLASSROOM DOOR.
- TAKE ROLL AND ACCOUNT FOR STUDENTS.
- CONTINUE CLASSROOM INSTRUCTION.
- DO NOT ALLOW STUDENTS TO LEAVE YOUR ROOM.
- WAIT FOR ALL-CLEAR BEFORE RESUMING TRANSITIONS.
- ALLOW STUDENTS TO RE-ENTER YOUR CLASSROOM.

Soft Lock Down



SOFT LOCK DOWN!

When threat or hazard is outside of the school building (e.g., community encounter with the police). No one from the outside should come in, including staff who are off site.

STUDENTS:

- REPORT SUSPICIOUS OBSERVATIONS.
- RETURN TO THE INSIDE OF BUILDING.
- LISTEN TO DIRECTIONS.
- REMAIN CALM.

TEACHERS:

- MOVE STUDENTS & STAFF INDOORS.
- REMAIN AWARE OF ANY THREATS.
- ENSURE DOORS ARE LOCKED AND SECURE.
- TAKE ROLL AND ACCOUNT FOR STUDENTS.
- DO BUSINESS AS USUAL INSIDE OF THE BUILDING.
- ALLOW STUDENTS TO REENTER YOUR CLASSROOM.
- PREPARE TO INITIATE OTHER ACTIONS.
- WAIT FOR FURTHER DIRECTIONS VIA STAFF EMAIL AND TEXTS.

Fire

SEE FIRE!

- ACTIVATE FIRE ALARM.
- CALL 911. REPORT LOCATION.
- EVACUATE BUILDING!
- HELP OTHERS IN NEED.
- STAY LOW IN SMOKE AND SEEK EXIT.
- GO FAR AWAY FROM BUILDING.
- AVOID DRIVES OR ROADWAYS.

ON FIRE!

- STOP!
- DROP!
- ROLL!
- DO NOT RUN!
- SEEK HELP.

HEAR FIRE ALARM!

- EVACUATE BUILDING!
- HELP THOSE IN NEED.
- STAY LOW IN SMOKE AND SEEK EXIT.
- GO FAR AWAY FROM BUILDING.
- AVOID DRIVES OR ROADWAYS.



Tornado/Severe Weather

STUDENTS:

- SEE STORM, TELL A TEACHER.
- HEAR ALERT - LISTEN TO DIRECTIONS.
- MOVE TO SHELTER LOCATION.
- IF OUTDOORS, GO INDOORS.
- HELP OTHER STUDENTS IN NEED.
- STAY AWAY FROM WINDOWS.
- REMAIN CALM.
- TAKE DROP, COVER & HOLD POSITIONS.

TEACHERS & STAFF:

- START PROCEDURES UPON HEARING ALERT.
- DIRECT STUDENTS AS PRACTICED.
- ASSIST STUDENTS NEEDING HELP.
- MOVE STUDENTS TO SHELTER LOCATION.
- ACCOUNT FOR ALL STUDENTS.
- DIRECT STUDENTS TO TAKE POSITIONS.
- WAIT FOR “ALL CLEAR” SIGNAL.



Earthquake

EARTHQUAKE DROP, COVER AND HOLD

INDOORS

- FACE AWAY FROM WINDOWS.
- DROP TO FLOOR.
- PROTECT HEAD AND CRAWL.
- COVER UNDER TABLE, DESK.
- HOLD ON UNTIL SHAKING STOPS.
- EVACUATE ONCE SHAKING STOPS!

OUTDOORS

- MOVE AWAY FROM BUILDINGS, STRUCTURES.
- MOVE AWAY FROM POWER LINES.
- MOVE AWAY FROM TREES.
- DROP AND COVER WITH ARMS.
- REMAIN UNTIL SHAKING STOPS.



General Guidance For All School Evacuations



EVACUATE!

To an announced location (general guidance for all-school evacuations; e.g. gas leak).

STUDENTS:

- LEAVE STUFF BEHIND.
- FORM SINGLE FILE OR DOUBLE LINE.
- FOLLOW DIRECTIONS.
- HELP ANY STUDENT IN NEED.
- REMAIN CALM AND QUIET.
- BE PREPARED FOR MORE DIRECTIONS.

TEACHERS:

- TAKE CLASS ROSTER OR LIST.
 - TAKE EMERGENCY KIT.
 - LEAD STUDENTS TO EVACUATION LOCATION.
- HELP THOSE NEEDING ASSISTANCE.
- PREPARE TO GIVE ALTERNATE DIRECTIONS.
 - BE AWARE OF THREATS.
 - TAKE ROLL AND ACCOUNT FOR STUDENTS.

General Guidance for Medical Emergency



MEDICAL EMERGENCY

CONTACT EMERGENCY RESPONSE TEAM (ERT TEAM) BY NOTIFYING THE OFFICE OR USING STAFF RADIO
CALL 911 IF WARRANTED

MAJOR EVENTS/EMERGENCY

- CALL 911.
- DELEGATE AN INDIVIDUAL TO NOTIFY SCHOOL NURSE.
- DELEGATE AN INDIVIDUAL TO NOTIFY SECURITY &/OR ADMINISTRATION.
- PROVIDE FOR IMMEDIATE MEDICAL ATTENTION (CPR, FA, AED, ETC.) UNTIL TRAINED EMS ARRIVES.
- ASSIGN A POINT PERSON TO WAIT FOR MEDICAL PROVIDERS AND GUIDE TO VICTIM LOCATION. CARING FOR THE VICTIM
- DO NOT MOVE THE VICTIM UNLESS THEY ARE IN IMMEDIATE DANGER OF FURTHER INJURY.
- COMFORT THE VICTIM.
- AFTER IMMEDIATE NEEDS HAVE BEEN CARED FOR, REMAIN TO ASSIST EMS WITH INFORMATION ABOUT THE INCIDENT.

MINOR EVENTS

- HAVE STUDENT ESCORTED TO NURSE'S OFFICE.
- COMPLETE APPROPRIATE DOCUMENTATION, IF NEEDED.

Emergency Response Team (ERT)

Who on the team? Security Team, Nurse, Building Administrative Assistant, Attendance Administrative Assistant, Director of Student Services, Superintendent

What does the team do? Provide an immediate response to a non-mass life threatening emergency tied to potentially Stay and Teach

When does the ERT act? Emergencies involving a few

Why is this team important? Allows for trained individuals to handle emergencies without disruptions

How do you contact the ERT? Radio/Call to nurse/front office

Hazmat



HAZMAT EXTERNAL OR INTERNAL SPILL OR VAPOR RELEASE

EXTERNAL HAZMAT EVENT:

- FOLLOW DIRECTIONS.
- MOVE INDOORS.
- HELP THOSE IN NEED.
- SHELTER FOR HAZMAT.
 - SEAL THE ROOM, INCLUDING THE DOOR GAP.
 - REMAIN CALM.
- WAIT FOR DIRECTIONS.
- COOPERATE WITH EMERGENCY SERVICES.

INTERNAL HAZMAT EVENT:

- REPORT SPILL OR ODOR.
- LEAVE ROOM.
- ADDRESS EXPOSURES (IF ANY).
 - FLUSH EYES WITH WATER.
 - WASH OFF CONTAMINATES.
 - SEEK IMMEDIATE MEDICAL AID.
- FOLLOW DIRECTIONS.
- EVACUATE AS PRACTICED.
- MOVE UPWIND.
- REMAIN CALM.
- COOPERATE WITH EMERGENCY SERVICES.

Response to Fights and Criminal Activity in the Community



RESPONSE TO FIGHTS

CRIMINAL ACTIONS/GANG ACTIVITY

OBSERVED CRIMINAL ACTIVITY (ON OR OFF SCHOOL PROPERTY).

- CALL 911 & REPORT ACTIVITY. NOTIFY SCHOOL OFFICE

- TYPE OF ACTIVITY OBSERVED.
- NUMBER OF INDIVIDUALS INVOLVED.
- DESCRIPTION OF INDIVIDUAL(S).
- NUMBER OF WEAPONS (IF ANY).
- TYPES OF WEAPONS (IF ANY).
- VICTIMS & INJURIES (IF ANY).

- GO TO SAFE LOCATION.
- STAY AWAY, OBSERVE AND TAKE NOTES.
- COOPERATE WITH LAW ENFORCEMENT.
- ASSIST OTHERS IN NEED.
- LISTEN FOR DIRECTIONS.
- REMAIN CALM.
- COOPERATE WITH LAW ENFORCEMENT.

Kidnapping/Missing Student



KIDNAPPING/MISSING STUDENT

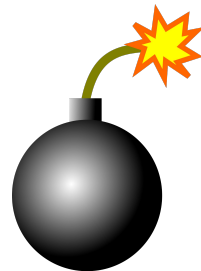
EVENT WHERE STUDENT IS MISSING AND THOUGHT TO HAVE RUN AWAY OR HAS BEEN ABDUCTED.

ALL STAFF:

- BE AWARE OF SUSPICIOUS PEOPLE/VEHICLES.
ALERT OFFICE ABOUT MISSING STUDENT.
- FOLLOW PROCEDURES IF STAY AND TEACH OR SOFT LOCK DOWN IS ANNOUNCED.
- ACCOUNT FOR ALL STUDENTS PRESENT.
- SECURE PERIMETER/EXITS & ENTRANCES.
- SEARCH ASSIGNED AREA.
- UPDATE OFFICE REGULARLY ON SEARCH RESULTS.
- ASK STUDENT'S FRIENDS FOR INFORMATION.
- REPORT ANY INFORMATION PROVIDED.

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Bomb Threat/Suspicious Item



SUSPICIOUS ITEM (BOMB THREAT)

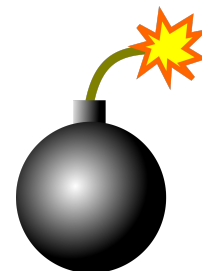
BE AWARE OF AND REPORT:

- SUSPICIOUS AND/OR ABANDONED PACKAGES
- SUSPICIOUS AND/OR ABANDONED BACKPACKS
- OTHER ABANDONED & UNKNOWN ITEMS

ACTIONS:

- DO NOT OPEN OR MOVE ITEM!
- DO NOT USE CELL PHONE OR SCHOOL RADIO NEAR THE SUSPICIOUS ITEM.
- MOVE AWAY...FAR AWAY.
- KEEP OTHERS AWAY.
- CALL 911 AT A DISTANCE.
- REPORT & GIVE INFORMATION.
- FOLLOW INSTRUCTIONS.

Bomb Threat - Questions to Ask



THREAT QUESTIONS - BOMB THREAT ASK AND TAKE NOTES:

- WHERE IS BOMB LOCATED?
- WHEN WILL IT GO OFF?
- WHAT DOES IT LOOK LIKE?
- WHAT KIND OF BOMB IS IT?
- WHAT WILL MAKE IT EXPLODE?
- DID YOU PLACE THE BOMB?
- WHY DID YOU PLACE THE BOMB?
- WHAT IS YOUR NAME?

TAKE NOTE OF:

- DATE.
- TIME OF CALL.
- TIME HUNG UP.
- PHONE NUMBER.
- IS VOICE FAMILIAR?
- MALE OR FEMALE?
- GUESSED AGE?
- ACCENT?
- ANGRY OR CALM?
- SOUND SCRIPTED?
- BACKGROUND NOISE?

NOTIFY:

- CALL 911-REPORT THREAT.
- NOTIFY ADMINISTRATOR(S)
- ALERT SCHOOL COMMUNITY
 - EVACUATION PROCEDURES.
 - AREA TO AVOID OF SUSPECTED BOMB.
 - REASON FOR LAW ENFORCEMENT PRESENCE.

Communication Methods

Intercom/ announcement: Notify all staff as quickly as possible when immediate action is required.

Staff text list: When quick updates are necessary throughout an event.

Staff email: To provide necessary information about the outcome of an event, or when immediate action from staff is not required.

Active Intruder

What is ALICE?



ALICE is philosophy that teaches strategies that will increase the chances that staff and students survive in a terrible circumstance, such as an armed intruder, if ever it were to occur. This philosophy encourages staff and students to use different options to respond based on their situation using information provided as well as their own five senses.

- Evacuate, lockdown, and counter are the three options.
- **ALICE is not a checklist of things to do in order. It is a list of choices, with strategies that are options for all.**

Alert!

ALERT!

- TELL OTHER USING ANY AVAILABLE MEANS. GET THE WORD OUT!
- CALL 911 (IF SAFE TO DO SO.)



Lockdown

LOCKDOWN!

- GET INSIDE ROOM. **BRING OTHERS.**
- LOCK & BARRICADE DOOR.
- SHUT OFF LIGHTS.
- LOWER/CLOSE BLINDS.
- MOVE AWAY FROM WINDOWS.
- SILENCE PHONES/BE QUIET.



Inform

INFORM!

- COMMUNICATE THE LOCATION AND DIRECTION OF THE INTRUDER IN REAL TIME WHEN POSSIBLE.
- GIVE DESCRIPTION OF INTRUDER.

NOTE: STAY OFF THE RADIO IF NOT PERTINENT INFORMATION





COUNTER!

- COMMIT TO ACTION.
- USE ITEMS AS WEAPONS.
- USE NOISE & MOVEMENT.
- DISTRACT AND ATTACK TO DECREASE THE ABILITY TO SHOOT ACCURATELY!

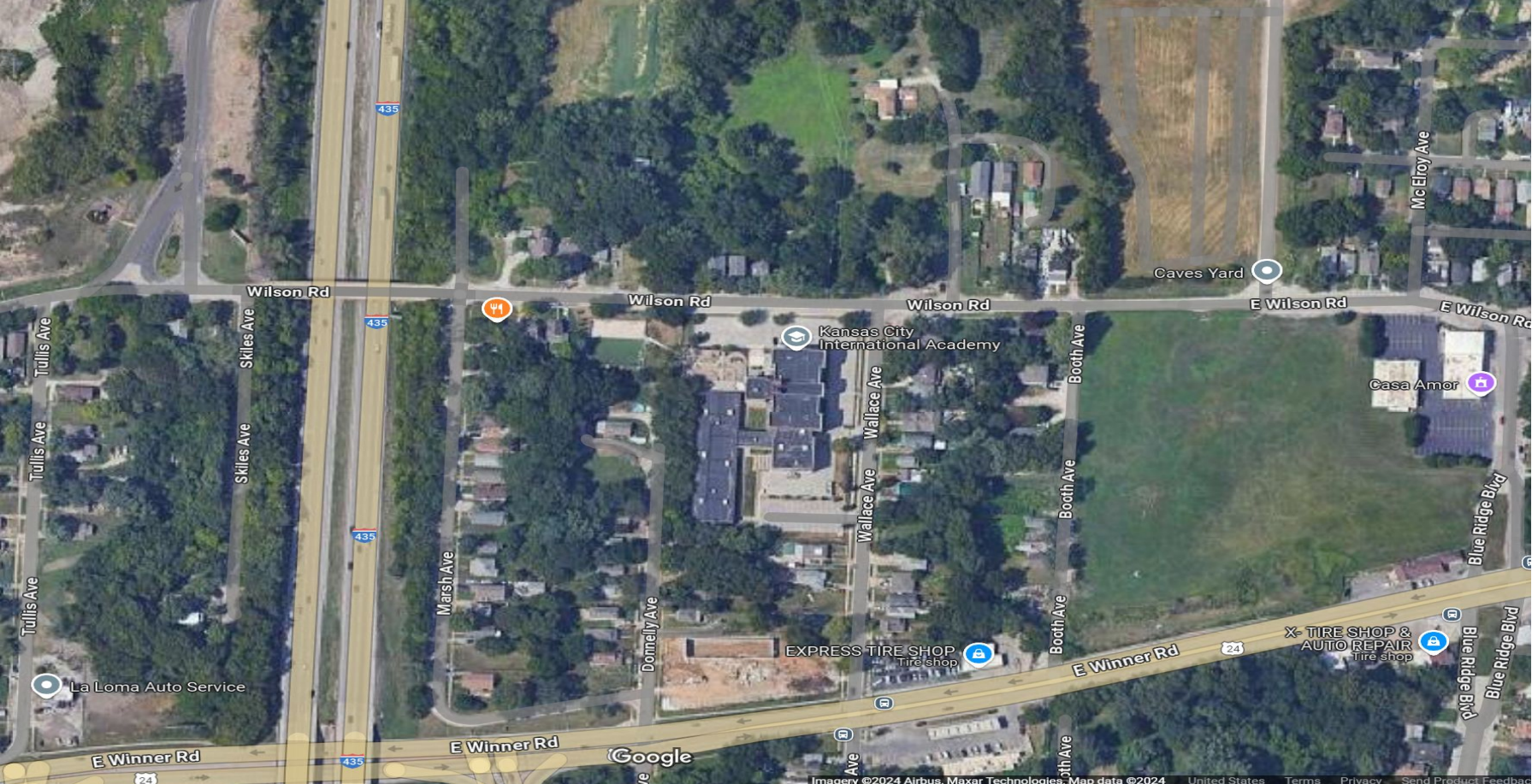
Evacuate

EVACUATE!

- IF ABLE, GET AWAY!
- MOVE AWAY FROM INTRUDER.
- GET AWAY FROM BUILDING AND GO TO SAFE PLACE (REUNIFICATION SPOT).



Area Map



7 Tips for Classroom Setup to Guard Against a School Shooter

Know the layout of KCIA and the nearest exits to your classroom

Why: Teachers need to be aware of the overall school layout, classroom numbers, and hallway names. In the moments of a violent intruder or active shooter, any information regarding the situation will be immensely beneficial to you in making survival decisions. However, if you are not familiar with the layout of the school, then information that you may receive during a crisis will not be helpful to you in making survival decisions. In this picture, you see the entrance of the school closest to our sample classroom.



Place your natural threshing position as far from the door as possible

Why: Sadly, a trend that appears in the school shooting tragedies of the past is that the teachers, as leaders of the classroom, are typically the first target of an attack. Because of this fact, you should consider putting your natural teaching position farther away from the door, to help buy more time should an incident occur. Students are counting on you for instruction in these types of situations so it is imperative that you be able to advise them. Additionally, the farther you are from the violent intruder, the more difficult of a target that you become. Many classrooms have fixed features so you may be limited in how you can arrange your teaching area. See the picture here from the perspective of the doorway. The teacher's main area of focus is now across the room from the door.



Pre-plan how you will barricade your room in case of an intruder

Why: One of the best tips that you can work on while setting up your classroom is to assess the overall environment of the room and figure out the ways you can barricade the room. You can arrange your furniture in ways that facilitate quicker barricading. In this picture you see that a heavy file cabinet has been placed by the door.



Create a path into class

Why: By creating a natural barrier on the way into the classroom, you build an obstacle that an intruder would have to work around to accomplish his mission. The goal of ALICE strategies in school safety training is to increase your chances of survival during a violent situation, and to do this, your job is to make it more difficult for the attacker to succeed. In this picture, you see how the teacher was able to create a path that would slow someone down from storming into the classroom.



Observe the type of door leading into your classroom

Why: Additionally, the type of the door that exists on your classroom impacts how you plan your room for a barricade. If your door opens in you should set up the room differently than if your door opens out. The type of door you have also impacts the way that you would barricaded the door. Does the door have glass in it or beside it? What type of handle does it have? Is it a solid door or a hollow core door? Does it have a hydraulic opening arm at the top? Does the door handle lock with a key and do you have to go outside to lock it? Is the door frame metal or wood? Is the door in good working condition? For this example, there is some good news and bad news with this particular door. On the positive side it is a solid wooden, outward opening door, however, it has no hydraulic-closing arm and has a round, push-button lock handle. A round handle is one of the hardest handles to secure and would need to be modified for optimal barricading.



Know how to use your classroom windows

Why: Teachers must also consider alternative ways of evacuation from their particular classrooms. If you have windows are you prepared to use them for evacuation purposes? How do your windows open? Can people fit through your windows? What floor are you on? Is it safe for people to drop from your windows? Prepare yourself for breaking the window if necessary. In this example, these particular windows do slide open. The teacher inspected the windows from the outside and, although not ideal, determined that if she could help each child out of the windows one at a time, they could drop to the ground without injury. However to do this, she would need to be able to stand on a sturdy piece of furniture, so she placed a table beside her reading table and this would be her place of deployment.



Keep your door locked when you have students in the classroom

Why: While it can be an inconvenience to keep your door locked at all times, it is an immediate barrier that can exist if an attack begins just outside of your classroom. A locked door may buy you precious time to begin using another ALICE concept to increase chances of survival.

