

RESPONSE TO ACTIVE AGGRESSOR

Students and staff of **St. Teresa of Avila School** are trained each year in an emergency response process known as **ALICE**. Most often used in the event of an active aggressor, **ALICE** empowers students and teachers to ensure their personal safety.

It is important to remember that **ALICE** is not a linear progression and response action, but is dependent on the individual situation. Decisions are made by teachers and students to ensure their personal safety.



ALERT: Alert students and staff of an active aggressor.



LOCKDOWN: Barricade a locked door with large objects, such as desks, chairs, shelves, etc.



INFORM: Listen for communication, make informed decisions as to what action should be taken.



COUNTER: If confronted by an aggressor, attempt to distract or confuse in order to get away.



EVACUATE: Leave the area if it is unsafe based on all available information and observations.

If the school intends to send students home, or evacuate from a risky location to a safe location, specific information will be communicated to the parents of the affected students through a phone call, email, or social media.

In order to notify you of any situations, please make sure your contact information is accurate by notifying **St. Teresa of Avila School** of any changes in address, phone numbers, and email address.



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ST. TERESA OF AVILA SCHOOL

EMERGENCY GUIDE




Providing a safe and secure learning environment is our first priority.


Our students must first feel safe in order to grow academically, socially, and emotionally.

It is important to communicate actions that ensure safe school environments. Every emergency situation is unique in initiation and response, so the information in this material is not all inclusive. It is, however, intended to provide a better understanding of responses, in the event of a crisis or emergency, such as a disruption in utilities or severe weather.

When an emergency occurs, school officials evaluate the seriousness of the situation and determine the best plan of action to respond quickly, safely, and appropriately. Emergency responders such as police, fire, and medical teams are notified and assist as needed.

STUDENT RELEASE AND STUDENT-PARENT REUNIFICATION


 In a **situational student release**, school officials determine that students and staff members need to evacuate a building temporarily but **DO NOT** need to close school or dismiss students. Parents who elect to remove students during the time of an evacuation will need to report to a designated area with photo ID to sign out students. For safety reasons, no other individuals are permitted to take students from a school.

 **REUNIFICATION** occurs when school officials determine that students and staff members need to evacuate a building, close school, and dismiss students. The closing of school may require that the students are relocated to a secondary location. If students are relocated to an off-campus reunification site, a “gated reunification system” will be in place; see sample below right. Parents or emergency contacts will be required to pick up students either on campus or from the secondary reunification location.

In the event of an **evacuation to another location**, parents of students in the affected building will receive a notification via email, phone call, or text, with detailed information. Evacuation locations are not made public in advance so as not to jeopardize the efficiency or safety of the plan.

OFFICIAL REUNIFICATION SYSTEM


Students may only be released to a parent or an emergency contact designated for your student’s release. **PHOTO ID IS REQUIRED.**


 Upon arrival at the reunification site, parents will:

1. Report to the Parent Check-In area;
2. Complete a Sign-In/Attendance Form;
3. Be directed by a staff member to his/her child; and
4. Sign the Attendance Form to ensure all students are accounted for and safe.


EMERGENCY RESPONSE


FOUR COMMON RESPONSE PROCEDURES

 **1 LOCKDOWN.** A lockdown may be used in response to an event inside or outside of a building. During a lockdown, there is no entry to the building and students are restricted to their classroom and are not released from the classroom until lockdown procedures have concluded.

 **2 SHELTER-IN-PLACE.** This protective action is enacted when an event takes place outside of the building and officials determine that the safest course of action is to keep students and staff inside the building until the external event is resolved. During shelter-in-place, there could be student movement within the building, but students will not be released and

no one can enter the building until the shelter-in-place procedures have concluded.

 **3 EVACUATION.** If it is unsafe for students and staff to remain inside the building, the building will be evacuated. Students and staff may remain on school grounds until the building is safe to re-enter or may be relocated to a safe location off of school property, depending on a variety of circumstances.

 **4 SCHOOL CLOSING.** This procedure will take place if our school officials determine students are safer at home than at school or trying to get to school. This most often occurs due to loss of utilities or a weather emergency.

SAMPLE REUNIFICATION SCENARIO

