



## 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, and we know children need safety and security in order to be free to learn. While we cannot plan for every contingency and make a fail-proof plan for all hazard prevention, we do all that we can to ensure the care and the safety of our students.

### Campus Security

Since purchasing the campus in 2017, we have made these significant investments in our campus:

- Enclosed the perimeter of the campus with fencing
- Re-keyed entire campus; installed fob system
- Installed interior and exterior cameras
- Developed a single point of entry onto campus with a line of sight to the parking lot
- Placed the front desk for interior and exterior line of sight
- Installed screens on all east-facing windows
- Removed trip hazards
- Provided access to radios for all staff members

### Protocols

In addition, we have developed the following safety protocols:

- MacLaren has a substantive Emergency Operating Plan (EOP) that is audited annually by our authorizer to ensure that we are following all state mandates and best practices around school safety
- We have clear protocols in place for both suicide risk assessment and threat assessment
- The safety steering committee meets regularly and communicates quarterly with the full safety team on safety issues
- A site assessment is completed quarterly
- RAPTOR screening is required for all adults while children are on campus
- We conduct background checks on all staff and volunteers

### Trainings

MacLaren is committed to the regular training of all stakeholders. All safety team members have taken FEMA courses on basic Incident Command System (ICS) protocols. Key staff have trainings as appropriate; trainings include First Aid and AED training, Crisis Prevention (CPI) training, suicide and threat risk assessment training, and Standard Response Protocol (SRP) Reunification training.

Students are trained in the Standard Response Protocols and drill Evacuation regularly and one Lockdown and one Secure Building each semester (see below for details of these drills).

Students are also trained, in an age-appropriate manner, in resources that can be used anonymously to report suicide risk, bullying, or violence and in strategies for helping a friend who shows signs of self-harm or suicide.

### School Resource Officer (SRO)

MacLaren has been looking into hiring an SRO since before the pandemic; initially, cost appeared prohibitive, but we are now working with other schools in the region to see if we could share an SRO. In the meantime, CSPD's lead SRO officers have been highly cooperative with us. First responders walk our campus every other year and have given input on our school safety plan.

### National Incident Management System – Incident Command System (NIMS-ICS)

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.

### Standard Response Protocol

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, teachers, and first responders.

The five actions are **Hold, Secure, Lockdown, Evacuate, and Shelter**. Please see the explanations for each at the end of this document.

### Reunification

Members of the Safety Team have attended reunification trainings, and we have collaborated with other schools to practice 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 action category that we have experienced here at MacLaren is Secure Building. This arises in the event that 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 can tie up the phone lines that we are using to stay in communication with law enforcement as needed, so please try to minimize calls to the school during these times.

### 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, which has additional stakeholders, to review specific threats to the school community. This team also meets quarterly.

### Questions?

The Executive Director, Mary Faith Hall, heads the Safety Team. While, for security reasons, we do not release our full Emergency Operation Plan, you may reach out to Mrs. Hall with further questions that are not addressed by this document at [mfhall@maclarenschool.org](mailto:mfhall@maclarenschool.org).

See the next pages for Standard Response Protocols (SRP) used at MacLaren.

## SRP ACTIONS

### 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.

### 1. 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.

### 2. 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.

### 3. Evacuate

	<b>EVACUATE! (A location may be specified)</b>	
	<b>STUDENTS</b> Leave stuff behind if required to If possible, bring your phone Follow instructions	<b>ADULTS</b> 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.

### 4. Shelter

	<b>SHELTER! Hazard and safety strategy.</b>										
	<b>STUDENTS</b> Use appropriate safety strategy for the hazard  <table border="0"> <tr> <td><b>Hazard</b></td> <td><b>Safety Strategy</b></td> </tr> <tr> <td>Tornado</td> <td>Evacuate to shelter area</td> </tr> <tr> <td>Hazmat</td> <td>Seal the room</td> </tr> <tr> <td>Earthquake</td> <td>Drop, cover and hold</td> </tr> <tr> <td>Tsunami</td> <td>Get to high ground</td> </tr> </table>	<b>Hazard</b>	<b>Safety Strategy</b>	Tornado	Evacuate to shelter area	Hazmat	Seal the room	Earthquake	Drop, cover and hold	Tsunami	Get to high ground
<b>Hazard</b>	<b>Safety Strategy</b>										
Tornado	Evacuate to shelter area										
Hazmat	Seal the room										
Earthquake	Drop, cover and hold										
Tsunami	Get to high ground										

© Copyright 2009-2020, All Rights Reserved. The "I Love U Guys" Foundation, Centex, CO. The Standard Response Protocol and Logo are Trademarks of The "I Love U Guys" Foundation and may be registered in certain jurisdictions. This material may be duplicated for distribution per "SRP Terms of Use", SRP TxSGC 2021 Poster\_EN | V 4.0 | Revised: 07/14/2020 | <http://lovesugays.org>



**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.