

CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY
POLICY AND PROCEDURE ON
ARMED INTRUDERS

Policy: It is the policy of Children's Developmental Services of Campbell County (CDS-CC) to follow the ALICE program procedures when there is an armed intruder entering CDS-CC.

Purpose: The purpose of this policy is to establish a standard of care for the children, staff, and public at CDS-CC. The standard of care is in-line with Federal and State recommendations.

Preparedness:

1. Staff Development training:

- Upon hire, all staff will receive training in first aid and CPR with an emphasis on tourniquets.
- Upon hire, staff will be oriented to classroom emergency binders, first aid supplies and emergency procedures.
- All staff will be trained on ALICE procedures in conjunction with county trainings.
- CDS-CC staff will receive annual trainings and participate in drills on CPR and ALICE principles.
- CDS-CC will maintain a current emergency contact list for all classrooms.
 - Upon hire, all staff will receive training on proper phone use and intercom systems.

Communications:

2. Communications will come from the Director or designee (ECSE Manager, EC Manager, EHS Manager, ECSE Supervisor)

- Preferred method of communications amongst staff is the use of walkie talkies.
 - Other methods of communications include all calls through intercom and phone when appropriate.
 - Email will be used when circumstances allow.
- Parent communications will go through CDS-CC's texting app, and as deemed appropriate, through local media options.
 - Parent communications are initiated by the Executive Director, EC Manager, or designated person.
- During monthly drills, CDS-CC will test panic buttons to ensure they are working properly.
- Communications with CDS-CC's Bus Drivers will be maintained if they are not on site.
- Once law enforcement is on site, they will take over communications.

Facility Preparation:

Preparations will be coordinated through the Director or designee with Public Works:

- Ensure security cameras are fully operational during monthly drills,
- Monthly tests to ensure panic buttons are locking down all doors,
- Establish a lock system for the front doors and interior side doors to ensure limited access to classrooms.

Procedure/Responsibilities:

A. CDS-CC Director, or in the absence of the director the person in charge according to chain of command.

- Upon notification of an active shooter or armed intruder, immediately direct a staff member to call 9-911 and provide as much detail as possible (name and location of school, nature of the emergency, number and description of intruders, type of weapon, area of school where last seen, and actions taken by the school). Caller will remain on the line to provide updates.
- Initiate **ALICE**.
- **ALERT** – Notify the building occupants using available means (radios, intercom system, all-call, email). Notification shall include information regarding the situation that will assist occupants in making good decisions for their survival options. Typically, information that answers the basic questions of “Who? What? Where? When? and How?” will provide the necessary details to make informed decisions.
- Secure the administrative office as a command post and retrieve the critical information and data about the school’s emergency systems, including communications, staff, and student locations, detailed floor plans, and other important information, documents, items, and supplies that are prepared and readily available for use during the incident. If the incident is occurring at the administration office, designate an alternate command post.
- CDS-CC Director, or designee, will maintain contact with teachers reporting pertinent emergency information via phone, email, or text messaging. All information received via eye-witnesses or through the surveillance cameras will be used to **INFORM** the building occupants of the events in as real-time as possible.
- CDS-CC Director, or designee, will notify the Campbell County Commissioners Office and request support in developing a communication plan for media and parent notification protocols.
- Staff and children outside of the building will **EVACUATE** to an off-site relocation point.
- CDS-CC Director, or designee, will direct support staff to stop pedestrians and vehicles from entering the school grounds until law enforcement arrives.
- CDS-CC Director, or designee, will assign a staff member to ensure that any buses in route to the school are redirected to a designated relocation site.

B. Teachers and Staff

- The first person to note indication of an active shooter or armed intruder, will immediately push the panic button and call 9-911, then notify the CDS Director.
- If in close proximity to the danger, assess the situation for the best survival option. Evacuate if possible. If not, gather assistance and engage in conducting an enhanced **LOCKDOWN** of the area. If the active shooter or armed intruder has made contact, immediately begin **COUNTER** strategies, and then **EVACUATE** or take control of the intruder.
- Individuals who are not in the immediate danger area should gather information about their classroom’s immediate situation. Account for all students or other individuals sheltered in their room.
- Assess the ability to safely evacuate the building.
- If there is no safe manner to evacuate the building, have others assist in conducting an Enhanced **LOCKDOWN** of the room.
- Rooms in Enhanced **LOCKDOWN** shall pay attention to all announcements providing event details. If the circumstances change and **EVACUATE** becomes a viable option, a

- decision can be made to leave the location and EVACUATE to an off-site relocation site.
- Unless evacuating, rooms in Enhanced LOCKDOWN, shall remain secured until personally given the “All Clear” by the Director or a uniformed law enforcement officer.
 - If an active shooter or armed intruder enters and begins shooting, any and all actions to stop the shooter are justified. This includes making noise, moving about the room to lessen accuracy, throwing items (books, computers, phones, toys) to interfere with the ability to shoot accurately. Anyone not involved in COUNTER strategies should get out anyway possible and move to another location.

C. Other Procedures

- After the active shooter or armed intruder(s) has been subdued, the Director in consultation with the law enforcement, will announce an ALL CLEAR and EVACUATION and relocation to an alternate site for Family Reunification.
- If staff or students are injured, assist them out of the building to the nearest emergency medical personnel.
- The Director will notify officials at the relocation site of the EVACUATION and to activate family reunification protocols.
- The Director may request bus transportation to the relocation site.
- The Director will activate the communications plan to deal with media and parent notification protocols, and direct parents to go to the relocation site.
- Those who remained secured in an Enhanced LOCKDOWN, will EVACUATE the building using the designated exit routes to the assigned meetings areas, take attendance and move to the buses for transport.
- The Director will activate a crisis response team (Law Enforcement, Commissioners, Administrative Director, County HR Director, County Community & Government Relations Coordinator.)
- The Director will debrief the CDS Board of Directors and Board of County Commissioners.
- The Director, in consultation with law enforcement officials, the Board of Directors and Board of County Commissioners will determine when the center can resume normal activities and communicate the information to parents and the public.