

**CAPITAL AREA
SCHOOL FOR THE
ARTS (CASA)
CHARTER SCHOOL**

No. 805.1

SECTION: OPERATIONS

TITLE: ACTIVE SHOOTER
POLICY/
PROCEDURES

ADOPTED: 4/29/2020

The Board of Trustees (“Board”) of the Capital Area School for the Arts Charter School (“Charter School”) recognizes that it is important that the faculty, staff, students, and visitors understand policies and procedures in situations in which there is an active shooter.

Purpose

The purpose of active shooter policies and procedures is to prepare building faculty, staff, students, and visitors for an organized evacuation in case of a fire or other emergency. Active shooter drills are also an opportunity to systematically identify various safety issues as to:

- Allow occupants to familiarize themselves with drill procedures, the location of fire exits, and safety features that may or may not exist in the building.
- Identify problems and potential safety features that may protect faculty, staff, students, and visitors in the event of an active shooter.
- Determine if additional equipment is necessary.
- Monitor evacuation of the building to assess effectiveness, efficiency and safety.
- Document the amount of time it takes to evacuate a building and compliance with drill procedures.
- Ensure Charter School compliance with state and local statutes, laws, and regulations.
- Faculty, staff, students, and visitors should be familiar with RUN - HIDE - FIGHT

Active Shooter Drill Procedure:

The CEO/School Safety and Security Coordinator is tasked with coordinating with either a local law enforcement agency, private security firm, or training program that specifically trains civilians and law enforcement on safety protocol in active shooter situations (the “experts”). These experts should visit and evaluate the school for potential safety hazards and help develop the safest procedures for all faculty, staff, students and visitors. Understanding that there is not always a right or wrong answer to how to handle an unpredictable assailant, these procedures should help faculty and staff identify the best situations to keep the students safe, and limit potential loss of life. Please see the Charter School’s Emergency Preparedness Policy and Handbook for additional information.

While assisting in developing policies, the experts should also recommend how many drills should be conducted per year and who should participate in those drills. Furthermore, these experts should be able to give training sessions and assemblies to faculty or the general student population, depending on the experts’ recommendations.

All policies and recommendations made by experts should become school policy. All trainings, drills, and assemblies recommended should be mandatory for all faculty, staff, and students. These policies and procedures must be shared with the local emergency management agencies.

Guidelines

When a drill is always held in the same way and at the same time, it loses much of its value. If there is an active shooter, and the students cannot follow the exact procedure they have practiced over and over, panic may ensue. Therefore, drills should be carefully planned to simulate actual conditions. Not only should they be held at varying times, but students should use different means of exit.

Active shooter drills should be designed to familiarize the faculty, staff, students, and visitors with all available means of exit, particularly emergency exits that are not habitually used during the normal occupancy of the building. Every active shooter drill shall be an exercise in school management for the principal and teachers.

Active Shooter drills should also be designed to familiarize the faculty, staff, students, and visitors with all potential hiding places when exit may not be available, and teach occupants to make the best choices to save their lives and others.

The chief purpose of every drill shows control of classes so that the teachers will form its ranks quickly and silently, halt, turn, or direct it as desired. Students should learn to take instruction from teachers, i.e., if a teacher asks a student to go out a window, the student should do so immediately. Great stress shall be laid upon the execution of each drill in a

brisk, quiet, and orderly manner.

Many law enforcement agencies recommend practicing ALICE in active shooter situations. The Charter School should defer to experts as to which techniques to implement and practice. ALICE stands for:

Alert: Notice signs of danger right away, call 911.

Lockdown: If evacuation is not a safe option, barricade entry points into your room in an effort to create a semi-secure starting point.

Inform: Continue to communicate information in as real time as possible, if it is safe to do so. Armed intruder situations are unpredictable and evolve quickly, which means that ongoing, real time information is key to making effective survival decisions. Information should always be clear, direct and in plain language, not using codes. If the shooter is known to be in an isolated section of a building, occupants in other wards can safely evacuate while those in direct danger can perform enhanced lockdown and prepare to counter.

Counter: Create Noise, Movement, Distance and Distraction with the intent of reducing the shooter's ability to shoot accurately. Counter is NOT fighting.

Evacuate: Evacuating to a safe area takes people out of harm's way and hopefully prevents civilians from having to come into any contact with the shooter.

Source: <https://www.alicetraining.com/our-program/alice-training/>

If evacuation is possible, the same evacuation procedures used in fire drills should be used. However, all faculty and staff must be able to switch to a different safety plan, consistent with the school's adopted policies and procedures in the event that evacuation becomes impossible, or be able to choose a different evacuation plan if necessary.

If orderly evacuation is possible, the "Building Evacuation" plan should be followed:

- All visitors shall leave the building immediately
- Emergency Evacuation Route Maps are posted in each classroom, storage area, meeting room and office. Directions cover the primary evacuation route only. Should this route be blocked, teachers and/or administrators are to lead the children to the nearest safe exit.
- All windows must be closed prior to departing rooms. Once the class has departed the room, the door should be closed.
- During the evacuation, all students are to be in line and silent.
- All teachers, including specialists are to bring their roll book with them as

- they depart the school.
- Students, staff and visitors will re-enter the building promptly and in orderly fashion when instructed after the drill is completed.

Active Shooter Drills are:

- Announced or Unannounced;
- Held twice a year
- Scheduled at various times, but when most occupants are in the building;
and
- Documented.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENTS.