



Lincoln Public Schools

Stephanie Powers
Administrator for Student Services

To: School Committee
Rebecca McFall, Superintendent

From: Stephanie Powers, Administrator for Student Services
Ian Spencer, Lincoln Police Juvenile Officer

Re Report on the School Safety and Security Advisory Committee

Date: March 12, 2014

The School Safety and Security Advisory Committee is composed of school, safety and community members to address concerns and procedures for prevention and for action during an emergency. Membership includes:

- Becky McFall, Superintendent
- Kevin Mooney, Lincoln Police Chief
- Steve Carter, Lincoln Fire Chief
- Jennifer Glass, Chairman, LPS School Committee
- Dan Pereira, Parks & Recreation Dept.
- Michael Haines, Facilities Department
- Erich Ledebuhr, Hanscom Middle School Principal
- Bowen Holden Martin, Parent
- Jim McCarthy, Hanscom Middle School Social Worker
- Brian Garside, Lincoln Social Worker
- Stephanie Powers, Administrator for Student Services
- Ian Spencer, Lincoln Police Juvenile Officer
- Joe Barden, USAF Security Forces
- Bill Boyden, USAF Security Forces
- Rick Crotty, USAF Security Forces
- Robert Kenyon, Hanscom Fire Inspector

The Committee met on the following dates: October 15, 2013; November 12, 2013; January 7, 2014; February 11, 2014 and February 25, 2014. The next meeting is scheduled for March 20, 2014.

The Committee has discussed the following topics:

- increased security measures – locking main entrance doors, enforcing visitor sign in procedures, use of identification tags, expansion of campus intercom systems, installation of cameras at entrances, upgrade of locks on Lincoln classroom doors;
- implementation of the ALICE program;
- preparation for an evacuation drill; and
- updating the Crisis Manual.

A focus for the group has been on planning for evacuation drills on each campus. The drills will be conducted using the principles of ALICE, and teachers and students will evacuate and

move away from the building. This will feel and look different from the fire drills that adults and students are familiar with. A.L.I.C.E. is an acronym that stands for:

- ALERT: Get the word out that a threat exists.
- LOCKDOWN: Secure a place to stay as much as possible as a starting point to buy time.
- INFORM: Give constant, real-time information throughout the building using all available technology.
- COUNTER: This is a last resort used when individuals are unable to escape. Countering may be as simple as creating a distraction to allow opportunities to escape
- FACILITATE: The goal is to move students out of the danger zone.

It is a school safety program developed in 2000 to offer additional options to students and staff in dealing with an armed intruder situation. It is an approach to school crisis events that differ from the previous practice of lockdowns. The general idea is the adults and children will be encouraged to:

1. report a strange activity; take action and call 911; and use school-wide communication systems.
2. be aware of your surroundings.
3. escape and/or evacuate.
4. use whatever is at your disposal to stay safe.

The Lincoln Public Schools previously used a simple lockdown drill keeping the students and staff locked in a classroom away from the doors and windows. ALICE training adds some options to the situation. One option is to barricade the classroom door making it harder for the intruder to enter. Another option is for evacuation if the intruder has gone to a different part of the building. The planned evacuation drill will include all adults and children moving out of the building and away from the immediate area until safety officers indicate that it is safe to return.

Training in the ALICE program has been provided to administrators, members of the Committee and school. This group included:

- Erich Ledebuhr, Principal – Trained as a Trainer
- David Regan, Lincoln Police Officer - Trained as a Trainer
- All faculty and staff during faculty meetings in October
- Additional training has been provided to:
 - Bowen Holden Martin, Parent
 - Dan Pereira, Parks & Recreation Dept.
 - Michael Haines, Facilities Department
 - Jim McCarthy, Hanscom Middle School Social Worker
 - Brian Garside, Lincoln Social Worker
 - Karen Sheppard, Lincoln Teacher
 - Blake Siskavich, Lincoln Teacher
 - David Trant, Lincoln Teacher
 - Sarah Dunfey, Hanscom Teacher
 - Ian Spencer, Lincoln Police Juvenile Officer

Evacuation Drill Plan

Purposes of the Evacuation Drill:

- to familiarize safety officers (security forces, fire and police), administrators, faculty, staff, students, parents and community partners (Leap, Youth Center, Clubhouse, Recreation Department, Magic Garden) with the plan to evacuate all school buildings in the case of an emergency;
- to familiarize safety officers (security forces, fire and police), administrators, faculty, staff, parents and students with the principles of ALICE (alert, lockdown, inform, counter, evacuate) Training and how to evacuate the building in this way;
- to provide an opportunity to implement and assess the plan for emergency evacuation and develop strategies and interventions to improve in the case of a real emergency;
- to provide opportunities to collaborate with safety officers (security forces, fire and police) and community partners (Leap, Youth Center, Clubhouse, Recreation Department, Magic Garden) so that a shared understanding of how to act together in an emergency is established; and
- to provide a sense of calmness among the administrators, faculty, staff, students, parents and community partners that a plan is in place to ensure safety in the case of an emergency and it has been practiced.

Evacuation Plan Details

Brief overview: All faculty, students and staff will be informed via school intercom that the building will need to be evacuated and a specific area of the building will need to be avoided due to "an incident" (Brooks office and lobby, HMS Lobby, No Hartwell incident). All faculty and staff will bring everyone outside and away from the building. They will evacuate with the students they have. They should leave doors unlocked. Everyone should leave belongings in the school (bags, coats, backpacks, etc.). They should move toward the closest evacuation site. (Going out classroom doors is expected). Safety officers (fire, police) will meet them there and tell them when it is safe to return to the building. Student attendance is to be taken upon return to the building and sent to each school office.

Locations for evacuation sites: See map

Rationale for Locations: Away from and out of sight of the school

Signage: Placed at trail beginning on the Lincoln campus

Proposed Dates: April 30 for Hartwell, May 1 for Lincoln and Hanscom

Timeline

Time	Who	Action
4/7 or 4/14	Principals w/Faculty	Details of the evacuation drill will be shared. Faculty will be instructed to share information with students and paraprofessionals. A training module will be provided that includes the following: <ul style="list-style-type: none"> • Purpose of the drill • Brief overview of ALICE • Map with evacuation sites • Instructions on leaving with the students • Instructions on when to return • Instructions on taking attendance upon return • Preview with students • What to expect it to look like, sound like, Public Safety present • Script for talking to students who have concerns
Mid March	Superintendent	A communication will be sent to all administrators, faculty, staff and families that an evacuation drill will take place and why
Late March	Superintendent	A forum will be held on both campuses for families to talk about the evacuation drill that will take place and why. This will be lead by the Superintendent, Chief of Police, and ALICE trained Administrators
April 7-17	Wellness Teachers	Wellness teachers will be asked to take students outside to show them the evacuation routes
Following Faculty Meeting	Faculty	Have conversations with children about the drill and prepared them to see safety vehicles and be brought out of the building with the closest adult. Prepare them to go to a location that they may not have been to before but recently shown by wellness teachers.
Prior to drill	Nurses	Safety kits for medically fragile students will be prepped and ready for the drill.
Morning of drill	Admin Assistants	Will inform any substitutes of the drill and give them a map for evacuation and tell them who their drill "buddy" is
Morning of drill	Principals	Any substitute teachers will be informed of the drill and asked to buddy up their class to evacuate.
Beginning of drill	Principals	Intercom message to evacuate the building without going near the Brooks/HMS lobby
During drill	All Adults	Faculty/Staff sweep all children and adults to come with them out of the building
During drill	All Adults	Exit the building with students and head to the nearest evacuation site to meet a safety officer there
Approx 15-20 minutes after evacuating	All Adults	Safety officers will tell groups to return to the building.
Upon return	Teachers	Take attendance and send to the office
Later that day	Administrators, faculty and staff	Complete an online feedback survey about how it went
Later that day	Administrators, faculty and staff	Check in on students that may be reactive to the experience. Respond to student questions.
Next 1-3 days	Principals	Work with the Admin Team to respond to questions or concerns from families
Within 2 weeks	School Safety and Security Committee	Review feedback from surveys and consider next steps

As we prepare for the drills, the Committee has details to prepare and review. The current tasks in progress include:

- development of communication notices to schools, families and community partners;
- development of a module for faculty and staff to prepare them for the drill;
- development of materials for students to prepare them for the drill;
- purchasing and installation of signs on the Lincoln campus to indicate routes away from the buildings;
- development of a survey for adults to provide feedback on the drill;
- finalizing the Crisis Guide; and
- continued discussion about locking the main entrances to the schools.