

High School Safety Week Plan

April 10, 2018

Dear CVHS Parents,

This letter is in reference to school safety trainings that are planned with students during the week of April 16 – 20. During the week of April 16, CVHS will engage in training for a violent intruder in the building or on campus. This training is known as RVI – **R**esponse to **V**iolent **I**ntruder. RVI is a combination of the very latest trainings for responding to active shooters or other persons meant to do harm. It is a recommended training protocol supported by the FBI and Pennsylvania State Police.

The main focus of RVI is to prepare students and staff to react to a violent intruder quickly and effectively no matter the circumstances. The key is to react with a proactive mentality. RVI focuses on the Three E's Strategy:

- Escape – Get to a safe place. (Run)
- Enhance – Build a safe place to lockdown. (Hide)
- Engage – Take action to disengage with intruder and escape. (Fight)

The Three E's Strategy can be more easily remembered and understood using the action words **Run – Hide – Fight**. Staff members will be reviewing these strategies with students during 4th block beginning next Monday, April 16 and continuing each day through Thursday, April 19. We will utilize Friday for any additional training or clarification. As with all matters involving school safety, we urge you to discuss the trainings with your student during that week.

Throughout the 2017-18 school year, a process to train all CVHS staff members in RVI training was initiated and is now complete. The schedule for training now calls for us to introduce RVI to students and engage in periodic and regular drills going forward. We will be making numerous announcements and assurances to students in advance of the training and emphasizing that matters of safety and preparation are always to be taken seriously and never to be considered a joking matter. Know that counselors will be ready to assist any students who may require additional support and we ask parents to contact the school if they know in advance their child may need such support.

Thank you for your careful attention and cooperation. Please contact the main office with questions or concerns.

Michael F. Thornton, Principal
Conestoga Valley High School

REMEMBER: Keep the conversation AGE APPROPRIATE. Reassure students that school is one of the safest places they can be but that practicing safety is necessary.

RVI TRAINING PHASE II

SCRIPT FOR 7th-12th GRADE EDUCATORS

This document is a basic outline for all staff members to follow so that students schools-wide are taught in a similar fashion.

Directions: Below is a suggested script to assist you in teaching your students about the RVI concepts and drills. Please insist students take these trainings seriously and emphasize that matters of safety are never a joking matter. Please conduct this training in an age appropriate manner as you would conduct any other drill (ex. fire or severe weather drills).

Part I: General Safety Protocols

Teacher: “Today we are going to talk about safety. As a school, we have several types of safety drills (like fire and severe weather) and this week we will be training for violent intruders that may enter into the building or campus.”

Teacher: Remind students that ALL persons who enter the building during regular school hours must go through the Main Entrance doors and sign-in at the office.

- **Prompt Question: How would you know if someone does not belong in the building?**
- **Answers:** Student examples could be someone who does not have on a visitors badge or someone who is walking around the building without someone we know. All non-CV employees should have an identification badge of some sort. Examples - visitor stickers, IU-13 badges, SOSL (custodian/cafeeteria staff), STS lanyards, etc.



- **Prompt Question: What do you do if you see someone who does not have proper identification?**
- **Answer:** Student should inform the nearest CV staff member.

Teacher: What students should do if they hear, see or read about a threat...

- **Prompt Question: What should you do if you hear from another student or on social media that a classmate has dangerous intentions toward other students and adults in school?**
- **Answers:** Immediately report the matter to a staff member or trusted adult such as a trusted teacher, guidance counselor, administrator, coach, parent, or another trusted adult. Students should use whatever means of communication gets accurate information to adults as quickly as possible (face-to-face, phone, text, email, messenger, etc.)

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Part II: RVI Student Training

Teacher: Provide the following as an introduction to the RVI strategies.

Teacher: “We are going to talk about a new way to help make our school safer and it is called Response to Violent Intruder or RVI. This safety method allows students to respond to any violent intruder situation and can be remembered as *Run- Hide-Fight*. These strategies are interchangeable and are used as the circumstance dictates. They should not necessarily be considered in any type of pre-set order.”

Strategy 1: Escape (Run)

Teacher: “The first strategy we are going discuss is to RUN to safety. When it is clear that students and staff can escape to safety they should do so.”

- Prompt Question: **What is the goal of running from an intruder?**
- Answer: **Getting to a safe place and getting away from the intruder as quickly as possible.**

Teacher: “Remember that during these situations it is important students are focused and attentive to staff members directions. Students should leave all belongings behind. AGAIN, STUDENTS NEED TO BE ALERT AND FOCUSED ON GETTING TO SAFETY VERSUS USING CELL PHONES AND SOCIAL MEDIA TO CAPTURE THE EVENTS.”

Teacher: Discuss escape routes with students verbally.

- Discuss where the exits are located around classroom.
- If they are in the hallway when a RVI enacted? (Answer: Find nearest classroom)
- If they are in the bathroom? (Answer: Secure area, join nearest classroom, or exit building)
- At lunch? (Answer: Finding nearest exit to seat and exit building)
- At recess? (Applicable at Middle School)
- Discuss other student concerns.

Teacher: When escaping (running) from danger, discuss direction students should eventually go towards. Student should seek staff members, trusted adults and/or law enforcement in areas away from danger.

Teacher: ”Special Note: If you are traveling outside your classroom or area when RVI is enacted, if possible, secure your area, join a nearby classroom, or exit the building based on information known.”

End of Safety Week Day 2

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Strategy 2: Enhance (Hide)

Teacher: “Sometimes situations require students and staff to remain in place and “enhance” that area so no one can enter. This is often referred to as a *lockdown* but enhancing the area or room helps ensure intruders cannot get in. The goal is to keep the intruder OUT of the safe area. Again, it is critical to stay focused and attentive to staff directions.”

Teacher: “When the situation requires it, students will be directed to employ a lockdown or an enhanced lockdown. Follow these initial lockdown procedures:

- Go to the identified safe place in the classroom
- Turn lights off, lock doors (remove magnets)
- Stay away from windows and doors
- Silence all cell phones
- Follow staff member instructions. Remain calm and quiet, if possible”

Teacher: “After our initial lockdown, we may need to enhance or barricade the area.

- Follow directions to barricade the entrance.
- Be prepared to cooperate and move objects.
- Remember, matters of safety are never a joking matter. Stay focused, attentive and quiet.
- **Prompt Question: What are something things we could use to barricade the door?**
- **Answer: Tables, desks, chairs, bookcases, etc.”**

Teacher: “Understand that we may need to move from enhanced lockdown to escaping (running). Be ready to transition to this when directed to do so. Escape routes may be the door or a window. Again, it is critical to remain as calm as possible and listen to directions.”

Teacher: ”Special Note: If you are traveling outside your classroom or area when RVI is enacted, if possible, secure your area, join a nearby classroom, or exit the building based on information known.”

Training Note: If time permits, practice barricading the classroom or discuss other ideas for barricading.

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Strategy 3: Engage (Fight)

Teacher: “It may be necessary, if your life is at risk, to take actions that will distract or stop the intruder. Important points to remember

- Be totally committed to your actions.
- Act with full force and physical aggression.
- Use improvised weapons.
- Aim for face/head to distract intruder.
- Run to safety when appropriate.”
- **Prompt Question: What type of improvised devices could be used?**
- **Answers: Items that can be thrown or used to distract or strike intruder, etc.”**

End of Safety Week Day 3

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Part III: Post-Training Communication

Post-Drill Message to Parents:

“Parents this is a message from Dr. Mrs. or Mr. at _____ School. Today our school conducted an emergency drill as part of our effort to keep students and staff safe and prepared. If this had been a real emergency requiring reunification of students and parents the reunification process on or off campus would require the following: 1. Students will only be released to parents or individuals listed on a student’s emergency card. 2. Parents or individuals listed on the student’s emergency card that are not recognized by school staff will be required to show picture identification. 3. After proper identification, parents or individuals listed on the student’s emergency card will be required to sign out their student(s). 4. Next destination of student(s) will be requested in case the other parent and/or guardian arrives later to sign out the student(s).”

Post-Drill Message to Parents (Spanish):

Estimados Padres y Madres, Este es un mensaje de la escuela _____. Hoy fue hicimos un entrenamiento de emergencia como parte de nuestros esfuerzos para promover la seguridad de nuestros alumnos y empleados. Si esto hubiera sido una emergencia real el procedimiento de reunificación entre alumnos y sus familias en la escuela o en otro sitio alternativo habría requerido lo siguiente: 1. Alumnos solamente serán liberados a personas indicadas en su tarjeta de emergencia. 2. Individuos que no son reconocidos por empleados de la escuela necesitan mostrar identificación fotográfica. 3. Se requiere la firma de la persona recogiendo al alumno. 4. Se les va a pedir su próximo destino en caso de que otra persona venga a recoger al alumno y no se pueda comunicar con la primera persona. Muchas gracias.

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