



September 2, 2016

Dear Waterford Graded School District Parents/Guardians:

The Waterford Graded School District has adopted a new options based strategy for lockdown procedures known as ALICE. ALICE is an acronym for Alert, Lockdown, Inform, Counter, and Evacuate. Prior to ALICE, lockdown procedures involved the staff locking their doors, moving the students to a part of the room where they could not be seen, and quietly remaining there until an "all clear" announcement was given. ALICE offers a different philosophy in light of recent school violence. The philosophy of ALICE includes the use technology and information in a way so that staff and students can make informed decisions in a crisis, remove as many people as possible from the danger zone, and provide realistic training so that those involved in a crisis have a better chance of surviving.

ALICE will be implemented at at the Waterford Graded Schools in phases. The first phase begins next week with classroom lessons. Each grade level (4K-8th) will participate in a series of ten lessons over about 10 weeks of time. Teachers will deliver the lessons for each of the concepts of ALICE. Through parent meetings and educator input, it was determined that COUNTER through distraction would be used at the 4K through 6th grade levels. Full COUNTER with the swarming technique would be taught at the 7th-8th grade level. Additionally at the 5th and 6th grade level, the full COUNTER techniques will be introduced so the students have an understanding of those techniques for 7th and 8th grade. Following the classroom lessons, each school will conduct When-Then Drills through February. When-Then drills are drills that present a scenario to the staff and students. After the scenario is presented, each class will discuss with the teacher the best parts of ALICE to implement based on the Alert that is given and the location of the danger. These are very effective to quickly assess the situation and provide time to discuss what they should do and why. For younger grades, it is extremely important that they listen and follow any directions given.

After the lessons and several weeks of When-Then Drills, the schools will prepare for actual drills. These will be scheduled in the last trimester of school. They will include an ALERT in the form of an announcement from the principal notifying everyone in the building of the location of the "danger zone." Those areas of the building within the "danger zone" will practice LOCKDOWN and discuss alternate exits from the classroom, such as a window, but will not physically exit their classroom during the first drill. The principal will continue to INFORM the building of any changes in the "danger zone." Those classrooms not in the "danger zone" will practice the EVACUATE portion of the plan if hallways and exits are safe. Teachers will not know the location of the "danger zone" prior to the drill so that they can practice developing a strategy that provides the safest outcome for their students. Therefore, it is very important for the students to listen to the directions given by their teacher as the course of action during these drills will not always be the same. The COUNTER option will be discussed, demonstrated and practiced with the 7th and 8th graders during these drills.

As a parent/guardian of a Waterford Graded student, you can assist us in your child's education of ALICE. Based on input from the parent meetings that were held during the last half of the 2015-2016 school year, parents requested a glossary of terms to help reinforce the concepts using the terms taught at school. That glossary was prepared and will be provided to you from your child's school. Additionally, at the end of each week, you will receive a recap of the lesson your child was taught so again you can reinforce the concept learned.

Younger students need constant reminders of safe practices in order for them to make good decisions related to their personal safety. Parents can prepare their child(ren) for ALICE by helping them understand the following objectives at home.

- There are people, of all ages, color, and types that can be mean and may wish them harm.
- Self-confidence comes from trying things that are hard and getting better each time.
- There are many solutions and options when faced with a problem.
- When your child is prepared for difficult situations, they can make informed decisions and will have more self control.
- Your child is smart and capable if they have the knowledge.
- Help your child identify and assess possible crisis situations.
- Have your child demonstrate the ability to get away from someone who has their hands on them.
- Have your child explain the different safety drills and what they mean.
- Help your child name where they need to go in case of evacuation.
- Discuss the importance of following the teacher's directions without hesitation.

You can visit the Waterford Graded School safety webpage for more information about ALICE or safety in general. From the website, www.waterford.k12.wi.us, go to Parent Links and select Safe Schools. This Safety website was created by the Safety Committee and will be updated with the lesson recaps and other information within these first few weeks of school. If you have any questions, please do not hesitate to ask your child's teacher, the principal, anyone on the ALICE team or me, the Superintendent. We appreciate the feedback you have given us regarding ALICE and look forward to a safe school year.

Sincerely,

Ed Brzinski

Ed Brzinski

Superintendent

Waterford Graded School District

ALICE Glossary of Common Terms

A - Alert: ALERT is when you first become aware of a threat. The sooner you understand that you're in danger, the sooner you can save yourself. A speedy response is critical. Seconds count. Alert is overcoming denial, recognizing the signs of danger and receiving notifications about the danger from others. Alerts should be accepted, taken seriously, and should help you make survival decisions based on your circumstances.

L - Lockdown: Barricade the room. Prepare to EVACUATE or COUNTER if needed. If EVACUATION is not a safe option, barricade entry points into your room in an effort to create a semi-secure starting point. Our training explains scenarios where Lockdown may be the preferable option and dispels myths about passive, traditional 'lockdown only' procedures that create readily identifiable targets and makes a shooter's mission easier. ALICE trainers instruct on practical techniques for how to better barricade a room, what to do with mobile and electronic devices, how and when to communicate with police, and how to use your time in lockdown to prepare to use other strategies (i.e. Counter or Evacuate) that might come into play should the active shooter gain entry.

I - Inform: Communicate the violent intruder's location and direction in real time. The purpose of INFORM is to 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 areas can safely evacuate while those in direct danger can perform enhanced lockdown and prepare to counter. Video surveillance, 911 calls and PA announcements are just a few of the channels that may be used by employees, safety officers, and other personnel to inform others. An emergency response plan should have clear methods outlined for informing school employees, hospital workers, or any other employees of the location of a violent intruder.

C - Counter: Create Noise, Movement, Distance and Distraction with the intent of reducing the shooter's ability to shoot accurately. Counter is NOT fighting. ALICE Training does not believe that actively confronting a violent intruder is the best method for ensuring the safety of those involved. Counter is a strategy of last resort. Counter focuses on actions that create noise, movement, distance and distraction with

the intent of reducing the shooter's ability to shoot accurately. Creating a dynamic environment decreases the shooter's chance of hitting a target and can provide the precious seconds needed in order to evacuate. There are two types of counter: Distract and Control.

E - Evacuate: When safe to do so, remove yourself from the danger zone. ATI provides techniques for safer and more strategic evacuations. 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. Did you know that you should break a window from the top corner as opposed to the center? Many useful techniques that civilians do not know exist and can save your life. ALICE trainers teach strategies for evacuating through windows, from higher floors and under extreme duress.

Barricade: A defensive barrier hastily constructed to stop an enemy or threat. This will be done by using objects in the classroom such as bookcases, desks, belts, etc. to enhance the barrier between the class and the threat.

Control: A technique used as a form of *Counter*. This technique is used only with 7th and 8th graders or adults. The idea of control is to immobilize the intruder. This is done with 4-5 individuals. Each person would grab onto and hold (hug tightly) each limb(arms and legs) and one can control the head. They will continue to hold until the police arrive.

Dangerous Someone: The term used in 4K through 2nd grade to refer to the *Intruder*.

Distraction: A technique used as a form of *Counter*. This technique is used at all grade levels and includes noise, movement, throwing objects, etc. Creating a dynamic environment decreases the shooter's chance of hitting a target and can provide the precious seconds needed in order to evacuate

Enhanced Lockdown: A lockdown that includes barricading the door, spreading out in the room, and planning the possibility of *Evacuation* or *Counter*

Intruder: The term used in 3rd through 8th grade for a person who is not authorized to be on the grounds and is causing a *Threat* to the school/classroom. It is the same as a *Dangerous Someone*.

Special Meeting Place: Also called the *Rally Point*. This will be the place that the class is instructed to go to during an evacuation due to an intruder. They will be shown the special meeting place by their teacher and will practice getting to that place with or without their teacher. Here they will meet up and wait for further instructions. The teacher will note any missing children.

Swarm: A technique where after throwing objects at the intruder to distract. Everyone rushes towards the intruder and grab onto the appendages of the intruder using their body weight to immobilize him/her. Control techniques are then used to hold the intruder down until help arrives..

Rally Point: Also called the *Special Meeting Place*. This will be the place that the class is instructed to go to during an evacuation due to an intruder. They will be shown the special meeting place by their teacher and will practice getting to that place with or without their teacher. Here they will meet up and wait for further instructions. The teacher will note any missing children.

Reunification Point: This will be a designated area on or off site where parents/guardians will be reunited with their child(ren). The site will be selected at the time of the crisis and will be communicated via our school messaging system, school email, school website and or television/radio. At this point there will be an orderly release of students. Parent/guardians or anyone picking up students will need a photo I.D. to pick up the child(ren) AND will need to be on the list of authorized people to pick up that child. Parents are encouraged to keep that information current with their school office.

Sheep: A term used in 4K through 2nd grade to refer to the student.

Shepherd: A term used in 4K through 2nd grade to refer to the teacher.

STOP, LOOK & LISTEN Signal: This is the signal used by the teacher to get the attention of the students so they stop what they are doing, observe what is happening and listen for any announcements or directions. Students will be taught to follow directions th first time they are given in an emergency.

Threat: A person or thing likely to cause damage or danger

When-Then Drill: A drill that will be conducted to aid in discussion of the options of ALICE. The drills are announced drills that the entire school will participate in. There is no action taken. The idea is to discuss the possible actions that could be taken any why. This will foster critical thinking and decision-making processes for the students. When actual drills are conducted students will have processed similar scenarios with their class and teacher.

Wolf: A term used n 4K through 2nd grade to refer to the intruder or bad person.

Zig-Zaggy: A pattern that students will be taught to run to not only help create chaos but also to make it more difficult for an armed intruder to aim accurately.