



Get inside Lock Outside Doors

GET INSIDE, LOCK OUTSIDE DOORS.

The Secure Action is called when there is a threat or hazard outside of the school building. Whether it's due to violence or criminal activity in the immediate neighborhood, or a dangerous animal in the playground, Secure uses the security of the physical facility to act as protection.

PUBLIC ADDRESS

The public address for Secure is: **“Secure! Get Inside. Lock outside doors”** and is repeated twice each time the public address is performed.

“Secure! Get Inside, Lock outside doors. Secure! Get Inside, Lock outside doors.”

- **“Students and staff, the school is currently in the Secure Action due to [cause] in the neighborhood or area. No one is allowed in or out of the building at this time. Stay inside and continue with your day.”**

PUBLIC ADDRESS - RELEASE

A Secure Action can be released by Public Address.

- **“The Secure is released. All Clear. The Secure is released. All Clear.”**
- **“Students and staff, the Secure is released. All clear. Thank you for your assistance with making this Secure work smoothly.”**

ACTIONS

- The **Secure** action demands bringing people into a secure building and locking all outside access points.
- Where possible, classroom activities would continue uninterrupted. Classes being held outside would return to the building and, if possible, continue inside the building.
- There may be occasions when students expect to be able to leave the building such as: End of classes, job commitment, etc. Depending on the condition, this may have to be delayed until the area is safe.
- During the training period, it should be emphasized to students as well as their parents that they may be inconvenienced by these directives, but their cooperation is important to ensure their safety.
- Notify the Administrator of Schools as soon as practicable.

ADDING A LIFECYCLE TO THE SECURE PROTOCOL

- As a situation evolves there may be more information available to guide decision making. With the **Secure** Protocol, there is the option to transition from the initial response of “No one in or out” to some access control.

NO ONE IN OR OUT

- The initial directive and practice during the Secure Action is to retain students and staff within the building and prevent entry into the building.

CONTROLLED RELEASE

- An unresolved, but not directly evident, situation at the end of the school day may warrant a **Controlled Release**. During a Controlled Release, parents or guardians may be asked to pick up students rather than have them walk home. Buses may run as normal, but increased monitoring of the bus area should occur. There may be additional law enforcement presence.

MONITORED ENTRY

- When there is a perceived threat but it's not immediate, entrances may be attended by security or law enforcement and anyone entering the building is more closely monitored. Students and staff walking between buildings or going to the parking lot might be escorted with heightened awareness.

INCIDENT COMMAND SYSTEM

- The School Incident Command System should be initiated.

RESPONSIBILITY

- During a **Secure** Action, administration or staff may be required to lock exterior access points. Staff members assigned "Primary Responsibility" for a "Secure Zone" would follow the designated protocol during a drill as well. These areas may include doorways, windows, loading docks, and fire escape ladder access points. The assigned staff is designated as having "Secure Duty."
- A person should also be assigned "Secondary Responsibility" for Secure Duty in the event the person with Primary Responsibility is absent or unable to perform the protocol.
- Each "Secure Zone" assigned may be unique to design of the building. Those assigned as "Primary" and "Secondary" should be familiar with how to safely secure the as a part of the "Secure Duty."
- Assign someone to attach the **Secure posters** outfacing to building entry doors, alerting potential visitors of the **Secure** condition.

REPORTED BY

- **Secure** is typically reported by local emergency dispatch to the school office. The office staff then invokes the public address and informs the administration.
- It may also be reported by students, staff or teachers if a threat is directly observed outside of the building.

PREPARATION

- Identification of perimeter access points that must be locked in a **Secure** action defines the Perimeter. In the event a perimeter cannot be secured, identify areas within the building that can be secured.
- **Secure Zones** - areas of a school or campus with exterior access points - should be established and protocols developed to ensure that those on "**Secure Duty**" attend to all areas in their zone.
- Preparation includes identification of staff with Primary and Secondary responsibility and assignment of these duties.

DRILLS

- **Secure** drills should be performed in accordance with district training, or as mandated by state requirements.

CONTINGENCIES

- There may be physical attributes to the campus that mandate special handling of a **Secure** action. An example would be a campus where modular buildings are present. If the modular building cannot be secured, it may be best for students to evacuate to the main building rather than going to **Secure** in the modular building. Listen for specific additional directives.
- If the school is a distributed campus (multiple permanent buildings), they will have to consider what their perimeter is. In a perceived and indirect threat, they may decide that extra supervision for class changes between buildings is sufficient and appropriate.
- If during a Secure Action, an additional hazard manifests (i.e.: fire, flood, hazmat), then additional directives will be given for the appropriate response.

EXAMPLES OF SECURE CONDITIONS

The following are some examples of when a school or emergency dispatch might call for a Secure Action.

- An unknown or unauthorized person on the grounds
- Dangerous animal on or near the grounds
- Criminal and/or police activity in the area

SECURE AND HOLD

Sometimes people become confused about the difference between “**Secure**” and “**Hold.**” During a **Hold**, the halls are cleared, students remain in their classrooms with their teachers and business continues as usual. If people are outside, they remain outside. During a **Secure**, people are brought inside, and all activities inside the school continue as usual but no one will move in or out of the building. The main difference is that during a **Secure** the halls are open and may be utilized by students and staff as needed. People inside the school may not notice any difference in their daily routines during a **Secure**.

Remember, the main difference between the two is that a **Secure** is enacted when a threat or hazard is outside of the school. A **Hold** is used when there is a need for the halls to **remain empty**, meaning the issue is inside the building. During both instances, classroom instruction should continue as normal.

SAMPLE OUTWARD MESSAGING TO PARENTS

This is a guide for outward messaging when a Secure Action is used in the school. Specify in the messaging if the situation allows for **Monitored Entry** and **Controlled Release**. Variables are in italic type.

Current Secure Action during the school day

Email

Subject Line: Safety Notification - Secure Currently Activated at *[School Name]*

Dear Parent or Guardian,

[School Name] has been notified of *[state the activity occurring outside of the building]*. As a precaution, we have placed the school in Secure. During the Secure Action, all doors are locked and no one can leave or enter the building. *[Modify for monitored entry and controlled release]*
Watch for updates here *[link to the platform you'll be updating]*

Current Secure Action at the end of the day

Email:

Subject Line: Safety Notification - Secure Currently Activated at *[School Name]*

Dear Parent or Guardian,

[School Name] has been notified of *[state the activity occurring outside of the building]*. As a precaution, we have placed the school in Secure. During Secure, all doors are locked and no one can leave or enter the building. *[Modify for monitored entry and controlled release]*

Students may not be able to leave until the situation is resolved, and dismissal may be delayed for a short time. Please be patient.

Watch for updates here *[link to the platform you'll be updating]*

Text Message:

[School Name] is currently in Secure as a precaution. This situation has the potential to affect student dismissal. Please check your email for more information.

Phone Call:

Parents, *[School Name]* has been notified of *[state the activity occurring outside of the building]*. As a precaution, we have placed the school in Secure.

Students may not be able to leave until the situation is resolved, and dismissal may be delayed for a short time. Please be patient.

Please check your email for more information.

Notification that the school was in Secure Action

Email:

Subject Line: Safety Notification - Secure Ended at *[School Name]*

Dear Parent or Guardian,

Today *[School Name]* was notified of *[state the activity occurring outside of the building]*. As a precaution, we placed the school in Secure. The Secure status lasted *[state the length of time in Secure]*. All school operations have now returned to normal.

