


HOWARD GARDNER MULTIPLE INTELLIGENCE CHARTER SCHOOL

	Administration/Board	AB20-0401
	Response to Threats	ADOPTED DATE: April 21, 2020 REVIEWED DATE: REVISED DATE:

Howard Gardner Multiple Intelligence Charter School (HGMICS) takes active steps to ensure a safe environment for staff, students and visitors. With an abundance of caution, various types of threat situations are regularly reviewed by the Safety Committee and practiced with all staff. In addition to this policy, procedures for fire drills and evacuations are also followed. At the start of each school year, each classroom, office and meeting space must have the evacuation route posted outside the room. All classrooms must have checklists of emergency response procedures posted for easy reference and have an emergency kit available for immediate use and/or for an evacuation.

All staff has the responsibility to identify when an internal and/or external threat is perceived and to ALERT one or more of the following: the Main Office for a school-wide announcement to be made, activate one of the six buttons located throughout the School for a Lockdown Announcement, or by calling 911 for assistance from local law enforcement. Be aware that is impossible to fully prepare for all possible scenarios; for example, if an armed intruder enters the Main Office, it may not be possible for an announcement to be made.

Command Centers are located in the Main Office and CEO’s office. Command Centers have access to surveillance cameras and the public address system. All Staff should maintain an active alert response mode, using sound judgment as to what is the best response to ensure the safety and security of staff and students. Implementation of ALICE training protocol should be followed, based upon the judgment of the staff in charge
 – Alert, Lockdown, Inform, Counter, Evacuate. This active alert response mode should be maintained until such time as an ALL CLEAR announcement is made though the public address system.

For a lockdown response, all staff and students are initially confined to the building due to a perceived or real threat within the building or on the external campus. It is important to remember that threatening situations can change and adults will need to assess and reassess the situation to determine the proper course of action.

For a lock-out response, no one may enter or exit the building but movement within the building is allowed, until the all-clear signal is announced on the Public Address system.

For a shelter-in-place response, all staff and students must stay in one area, away from windows and doors until an all-clear signal is given.

Following all incidents involving a threat to the safety and security of the School, the designated administrative staff person must fully document the incident. The CEO will assign responsibilities and provide oversight of the incident

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documentation process. The Business Manager reports all incidents as part of Pennsylvania Information Management System (PIMS) and Insurance Policy requirements, as appropriate.

Procedures following an actual threat:

Administration:

Notify Board President and local law enforcement when threat is terminated.

Distribute a message to parents explaining the situation.

Contact Parent Forum president to minimize misinformation and assess need for special parent/guardian meeting.

Conduct a de-briefing with all staff to minimize misinformation and collect feedback for Safety Committee's review.

If law enforcement was on the scene, debrief the experience with those involved.

Consider a press release or press conference, if event has drawn or may draw media attention.

Assess and accommodate the need for aftercare, counseling, or incident debriefing. Allow students time for physical activity or verbal stress relief.

Convene Safety Committee to ensure thorough follow-up.

Instructional Staff

Reassure the students that a resolution to the situation is in place. Identify students who may experience undue stress and make referral to the Counselor or Psychologist.

Resume all classroom activities as normal.

Anticipate the need for parents/guardians to discuss the situation. Consider: referring them to Administration, reiterating previously distributed message, and/or referring their feedback from the experience.

Procedures for a Drill Practice:

Practice of various drill responses are meant to acclimate both staff and students to the process of reacting to an immediate threat and avoiding unnecessary responses. Except for fire drills, all drills are announced and practiced in advance of the scheduled drill. While the date of the drill is known, the actual time may not be announced in advance.

Preparation for Drills

The CEO, Principal or authorized person will make the decision to implement a security drill at least one week in advance.

Parents/guardians, faculty and students are notified when the drill will occur, with the exception of fire drills.

Staff will practice the designated drill in advance of the scheduled day of the drill.

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When appropriate CEO or designee notifies local law enforcement prior to holding a drill and determine what level of assistance, if any is needed from responders.

At least a day before the scheduled drill, staff will debrief their practiced drill procedures and adjustments, as needed, will be made for the schedule day of the drill.

Implementation of a Drill

Operations Coordinator or designee will inform parents/guardians using the School's notification system prior to the scheduled drill.

Drill will be announced via the Public Address (PA) system either by a pre-recorded message or by staff from the Main Office.

CEO or designee is prepared to contact 911.

All Office staff checks hallways and bathrooms and brings students into offices and doors are locked. Take attendance of students and adults.

Staff in classrooms will assess the situation by listening and looking into the immediate hallway and bathrooms for students.

Staff and students that are en route to classrooms must be prepared to enter the nearest classroom and remain there.

Instructional Staff

Once drill is announced secure a cell phone and emergency packet.

Provide instructions to students and maintain a calm and quiet environment. Take attendance or headcount.

Staff will assess the situation by listening and looking into the immediate hallway for students.

Staff will lock and, if necessary, barricade the classroom doors, turn off lights, close blinds, and assemble students away from windows, but close to emergency exits. Maintain a quiet environment.

Staff in classrooms will reassess the situation periodically, listen for further updates on the PA system and be prepared to exit through the nearest emergency door, if necessary.

Staff in classrooms with no emergency exits must reassess and listen to further instructions on the best possible resolution.

Classes outside for physical education, recess, or other activities MUST immediately assess the danger and enter the building through the closest entrance or flee to the closest rally point.

Students in classrooms are to be away from windows and doors and remain quiet.

Take attendance of students and staff.

Under no circumstances, is anyone allowed to leave the room alone.

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Adults should remain calm and reassure upset students.

End of drill process:

Administration:

The CEO, Principal, or designee announces All CLEAR When Drill is over, resume normal operations as soon as possible. If needed, follow-up notification of the conclusion of the drill is issued to local responders and/or parents and guardians.

Staff and students resume normal operations.

Debrief with staff after the conclusion of all drills. Identify if procedures need to be altered. Safety Committee follows up, as needed. Administrators record drill dates, times, process, duration, community participants, etc. for required reporting.