High School - Intruder Drill Teacher Script

DIRECTIONS: Below is a script to assist you in teaching your students about the A.L.I.C.E concepts and drills. There are no scenarios. Carry out this training in the age appropriate manner in which you conduct any training regarding schools safety. You are the teacher/trainer for your students, however, if you need guidance or support in doing this, contact your principal or counseling staff to discuss.

SCRIPT:
(Prepare, scripts and discussions may vary by classroom depending on age level and student population).

Teacher: Today we are going to talk about safety. What are some of the things we do to keep you safe?

- Student example could be: Visitors sign in, we practice fire drills, tornado drills, lockdown, exit drill, keep outside doors locked, and stranger danger) You can continue some discussion about how to carry out these drills.

Teacher: Very good. So, let’s talk about how students should never open a door at school to let someone into the building. This is a hard one, because we are taught to be courteous and help others, but in school, all people who come to the building should go through the main office and check in. And, what do we do as a classroom when we have to do a lockdown drill?

- Student examples: Listen to the teacher; follow directions...what are other things?)

Teacher: Ok, let’s review those steps one more time.

Teacher: Very good. We all know what to do during a lockdown drill.

So, today we are going to practice another way that we are going to be able to stay safe in school if we have an intruder in the building or on school grounds. This new way is called A.L.I.C.E. You will hear adults/staff talking about this, but this A.L.I.C.E is not a person, but a way of describing the steps we can take to keep safe. But before we talk about A.L.I.C.E., I would like to ask, can anyone tell me what an intruder is?

TEACHERS: Age appropriate. Discuss as you see fit. Students can give answers, you can respond with a positive affirmation, then give the definition: An intruder/stranger is someone who is on school grounds or in the school who does not have permission to be there. How might you recognize someone who does not belong in our building?

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 with them or it could be someone who gives you a funny feeling in your tummy.
Teacher: Good. An intruder could be anyone, couldn’t it? Trust yourself and trust your tummy! If you get that uncomfortable feeling in your tummy (Second Step language comes in handy here) when you see someone in the building or on school grounds that does not belong, please tell an adult at school right away. An example of how to do this is to find an adult you know, and tell them “I think there is someone on school grounds or in the school who should not be here”.

Teach A.L.I.C.E. concepts to students

Explain each letter in A.L.I.C.E. At this point take what you have learned in A.L.I.C.E. and use it to help guide this discussion. Structure your responses around the information below. With this age of student, you know it is best to keep it simple.

A- Alert: Tell everyone what is going on.

L- Lockdown: Use the lockdown procedure we do already.

I-Inform: Keep telling people what is going on.

C-Counter: Do what you can to stay safe.

E-Evacuate: Get out of the building.

Discuss A.L.I.C.E. procedures with your students:

Teacher: Sometimes we will have a lockdown drill in our school to keep someone OUT of the building, or to keep everyone in their location (classroom) because of some other situation that is not about an intruder in our building. When that happens, it is important that you are quiet, listen to me, and remain calm. We will wait for more information (INFORM) and I will tell you what to do. (Discussion if necessary)

Teacher: In the case of a lockdown when there is an intruder, either me or an adult in the building will tell us that there is an intruder and to lockdown. A.L.I.C.E.

- We will go to our identified safe place in the classroom.
- Remember, we stay away from windows and doors.
- You all will follow my instructions, remain calm and quiet.

Have further discussion if necessary.

Teacher: There are a couple different kinds of instructions that I may give depending on the situation. It is important that you listen and do what I say. I may say we need to barricade, evacuate, or I may tell you we are going to counter. It will depend on what I tell you to do. We will talk about these in a minute.

As we wait for further information, we will remain quiet and calm. It is important that you listen to my instructions at all times.
• If during a lockdown I tell you we are going to barricade the door, I need you to follow my directions to stay safe. This is not a time to run around or act silly, even though it may seem like what we are doing is silly. It is to keep us safe.

(TEACHER: AT THIS TIME discuss what this means, you may practice what barricading the door would look like, what you might use, and how it would work. Remember, this is where your decision making regarding the situation plays out. You are in charge.)

• If during a lockdown I tell you that we need to evacuate, you will be quiet and follow my directions. We might go out the door, or we might have to go out another way, such as through a window. Again, this might sound funny, but you must remain calm and listen to my directions. I am in charge of what we do.

(TEACHER: AT THIS TIME discuss what this means, you may practice what evacuating would look like, what how you might exit the room, and how it would work. Remember, this is where your decision making regarding the situation plays out. You are in charge.)

• If during a lockdown I tell you we are going to counter, you must listen to me very carefully. When we counter you may do what you can to protect yourself. Throw something at or run at or past any intruder.

(TEACHER: AT THIS TIME discuss what this means, you may show and discuss what countering would look like, how you might exit the room. Remember, this is where your decision making regarding the situation plays out. You are in charge.)

Answer further questions. Assure students you will help to keep them safe no matter what happens.

Discussion Points:

What to do if:

• The students are in the hallway during transition when the lockdown starts.
• If the students are in the bathroom.
• Where are your rally points if students are to evacuate?
• Discuss what exits you have in a room.
• Discuss the dangers of a crowded parking lot and trying to get to cars to evacuate.
• Communication: Contact parent/guardian to let them know you are safe.
• Discuss specific items related to your school building and grade level.