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The modules are divided into specific sections and the presenter will notify you when moving into each section to make the presentation easier to follow, understand and retain in spite of the volume of information presented.

This handout reflects the key points for the modules, space for the attendee to write down the key points for each section within the module to improve retention of the information, a place to write down and other information you find interesting from each section. As appropriate, sections may include additional information identified as “detailed content” containing text content that attendees might want to retain without rushing to write it down. This teaching and handout style has been developed specifically by Safe Havens using research based concepts to dramatically improve attendee retention and is also designed to make the session more enjoyable for attendees. We welcome any comments or suggestions you might have to improve our presentation style, handouts or specific content.

We hope you find this session to be helpful and worth your time and we thank you for your efforts to make our schools safer.

Free resources

Federal emergency management agency
United States Department of Education
Centers for Disease Control
Safe Havens International www.safehavensinternational.org

- School safety grant resource list
- Tactical site survey checklist
- Papers on various school safety topics
- Free E-newsletter
- Free E-book *Let None Learn in Fear*

Sections Covered in this Session

- Fire evacuation concerns
- Bomb threat evacuation concerns
- Severe weather sheltering concerns
- Shelter in place concerns
- Reverse evacuation concerns
- Lockdown concerns
- Staging area for evacuation
- Media protocol concerns

Section Five – Fire Evacuation Concerns

Key points

1. Fire evacuation diagrams must be logical and should be posted in every occupied room
2. Consider suitability of routes and evacuation sites
3. Active supervision
4. Staff should work to maintain line of sight
5. Students not allowed to spread out

Other points of interest:

Detailed content:

Additional Information-Fire

- Typical distances recommended – 300 to 500 feet. Seek guidance from your local fire department
- Four school shootings where student violators have activated the fire alarm and shot evacuees
- Double lines of students
- Females on left, males on right
- "Fast walk"
- 90 degree turns are faster
- We suggest uniform police presence for all evacuations

Section Six – Bomb Threat Evacuation Concerns

Key points

1. Same concerns as for fire evacuations and...
2. Increase distance to at least 1,000 feet if it safe to do so. 3,000 feet is safer.
3. Alternate between multiple evacuation routes and sites if possible
4. Sweep evacuation routes and sites
5. Try to avoid parking areas, drain pipes and dumpsters

Other points of interest:

Section Seven – Severe Weather Sheltering Concerns

Key points

1. Confirm locations with fire and/or emergency management personnel
2. Avoid sheltering near glass, skylights and span roof areas such as auditoriums, cafeterias etc.
3. Diagrams in all classrooms, office areas and occupied rooms
4. Clear and instantly understandable diagrams
5. Occupants of portable classrooms quickly moved into the main building during a tornado watch – not just for warnings
6. Move students the shortest distance possible to safe shelter areas

Other points of interest:

Section Eight – Shelter in Place Concerns

Key points

1. For older schools, tape and plastic may need to be used to seal doors and windows
2. Shutting down cafeteria hood systems and HVAC.

3. In some cases, you may have to move people into core areas of the building
4. Check with fire department HAZMAT personnel
5. Staff prepare for emergency evacuation once they have completed shelter in place action steps

Other points of interest:

Section Nine – Reverse Evacuation Concerns

Key points

1. The office must be able to communicate the need to implement reverse evacuation
2. Double lines, fast walk and other means to expedite reverse evacuation
3. Teachers move straight into lockdown mode unless directed otherwise or go into shelter in place mode if needed

Other points of interest:

Section Ten – Lockdown Concerns

Key points

1. Appropriate areas identified for ALL occupants – not just teachers and students
2. All employees should be able to secure themselves
3. All employees should have keys readily accessible
4. Many teachers teach with the door locked every day
5. Staff should consider alternate lockdown areas

Other points of interest:

Section Eleven – Staging Area for Evacuation

Key points

1. Capable of moving staff and students to a staging area for bus pickup
2. The decision to implement off site family reunification must be made quickly
3. Decision should be made on site and communicated to the district crisis team
4. District team handles coordination

Other points of interest:

Section Twelve – Media Protocol Concerns

Key points

1. Your authorized media representatives will probably do a great job
2. If you do not properly prepare your school, there will likely be some unauthorized staff interviews which will undermine the authorized messages
3. Staff must have written instructions, training and practice with drills and exercises to prevent these damaging interviews

Other points of interest:
