



OPTIONS DURING A MAN MADE THREAT OR INTRUDER

- 1) **REVERSE EVACUATION** – This will be used in cases where a threat is outside of your school building. For example, during recess a stranger approaches the playground or an intoxicated person is causing a disturbance nearby. Get students back inside the building as quickly as possible. Make sure all exterior doors are locked. In some cases this will need to be followed by Lockdown/Barricade or A.L.I.C.E. if the threat makes it inside the school building.
- 2) **LOCKDOWN**- This will be used when there is disruptive behavior. Examples: Medical emergency, Physical altercation or a person out of control.
- 3) **LOCKOUT** – This will be used in incidents not directly involving the school. For example, a police chase nearby your school or a bank robbery. SRO's and administrators will make sure all exterior doors are locked and will monitor the police radio. Classes will continue on as normal, however; no one will be permitted to enter or exit the building.
- 4) **LOCKDOWN/BARRICADE** – This will be used when there is a direct threat against the school (not a bomb threat) and the threat is believed to be in route to the school. Get students away from doors and windows and have your class remain silent until given further information. It is possible this procedure could be followed up with A.L.I.C.E.
- 5) **A.L.I.C.E.** – This pro-active strategy will be used if an intruder is inside your school. For example, announce ALICE! ALICE! There is a man in the main office with a gun or ALICE! ALICE! Jane Doe is in the cafeteria with a knife.

***Remember: everyone has the authority to announce any of the procedures above to the rest of the school. In the event you have to use one of the above options, be sure to talk loudly and clearly. Announce information with the procedure (like the above example in ALICE) so that everyone can make the best decision for themselves and their class.**