

March 15, 2018



Dear Parents/Guardians,

Everyone is concerned about the well-being of our school communities as the national conscience is heightened in light of the terrible school shooting recently in Florida. With all of this on our minds, I wanted to share a few items with all of you about our school safety here at St Joseph.

Awareness and communication are vital to keeping our school community safe. Students, parents, and school faculty and staff are the eyes and ears of the school. We ask that you report any potential safety threats to the school. Please save, print out, or screenshot any social media posts that are threatening as we need evidence to effectively investigate the situation. Working together will help to maintain a safe environment.

From a physical building standpoint, we have a secure entranceway for visitors entering the building during the school day. As a school, we practice drills and procedures for worst-case scenarios. We have a strong communication piece with all the teachers, administration, noon watch, and other staff by having access to handheld radios. Throughout the Fort Wayne-South Bend Diocese, we use The Standard Response Protocol which demands a specific vocabulary. The directives are as follows, Lockout, Lockdown, Evacuate, and Shelter. We also use the Run, Hide, Fight protocol recommended by the U.S Department of Homeland Security in the event of an active shooter. The Run, Hide, Fight Protocol has been modified for students based on age and has been presented in an age appropriate manner. An information sheet about The Standard Response Protocol and the Run, Hide, Fight Protocol has been included in your family folder.

In just a few weeks, we will be stepping up our security and starting to lock the Parish Hall while students are eating lunch. This is another effort to keep our students safe at all times. Unfortunately, we cannot guarantee that our school community will ever be 100% safe. However, we are always working to improve our safety measures and we welcome any new ideas, funding, questions, and/or concerns. We encourage you to engage in discussions with your family about school and community safety in an effort to be prepared to act in the event of an emergency. We are all blessed to be part of the St Joseph family and we will work hard each and every day to keep our children safe.

God Bless,

Ms. Brown

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

TEACHER

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance



LOCKOUT! SECURE THE PERIMETER.

STUDENTS

Return inside
Business as usual

TEACHER

Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance



EVACUATE! TO ANNOUNCED LOCATION.

STUDENTS

Bring your phone
Leave your stuff behind
Follow instructions

TEACHER

Lead evacuation to location
Take attendance
Notify if missing, extra or injured students



SHELTER! HAZARD AND SAFETY STRATEGY.

STUDENTS

| Hazard | Safety Strategy |
|------------|--------------------------|
| Tornado | Evacuate to shelter area |
| Hazmat | Seal the room |
| Earthquake | Drop, cover and hold |
| Tsunami | Get to high ground |

TEACHER

Lead safety strategy
Take attendance



Run, Hide, Fight

Run

The best thing you can do to increase your chance of survival is to get as far away from the shooter as possible. If an emergency situation arises, students should be evacuated to their designated area in the school. Listen to the adult in charge and walk quickly and quietly to your safe area.

Don't try to gather your things and don't stop for others who are not moving.

Hide

When running isn't an option because the shooter is blocking the exit or you can't escape from a window, the next best option is to hide. The goal is to be out of the shooter's view and behind something that will stop bullets. Go in a room, lock the door and try to hide behind something solid, if possible.

If you go into a room and lock the door, immediately barricade the room with whatever you can find. Tables, chairs, dressers, filing cabinets, whatever you can physically move. Turn off the lights, be quiet, and don't let cell phones ring. Unless you can confirm it is the authorities, do not open the door. If the bad person does get into the room or finds your hiding place, run fast.

Fight

Telling a young child to fight is not recommended. The "FIGHT" option is for adults and/or young adults. Research shows that unarmed bystanders can subdue or chase away an assailant if they are in numbers. Fighting is only suggested as a last resort. When fighting an active shooter, act aggressively, incapacitate the active shooter, throw objects, yell and call for help.

When Law Enforcement Arrives

When law enforcement arrives, follow the instructions given by the police officers, drop any objects, and keep hands visible.

Overcoming Fear

Children should know that being afraid is a completely normal response to an emergency. They should also understand that even though they might be afraid, they can still take measures to protect themselves. Taking deep breaths is very effective way to help control anxiety during a scary situation

Breathing Exercise

Step 1- Breath through nose, four counts

Step 2- Hold it, four counts.

Step 3- Exhale through mouth, four counts.

Step 4- Hold empty, four counts

Repeat process four times

ACTIVE SHOOTER RESPONSE

LEARN HOW TO SURVIVE A SHOOTING EVENT



RUN



HIDE

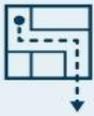


FIGHT

CALL 911 ONLY WHEN IT'S SAFE TO DO SO



RUN



HAVE AN ESCAPE PLAN



EVACUATE



LEAVE YOUR BELONGINGS



HELP OTHERS
IF POSSIBLE



DO NOT MOVE
WOUNDED PEOPLE



HIDE



BE OUT FROM
SHOOTER'S VIEW



LOCK DOORS
AND BLOCK THEM WITH FURNITURE



KEEP YOUR OPTIONS
FOR MOVEMENT



SILENCE PHONE



BE QUIET



FIGHT



ACT AGGRESSIVELY



INCAPACITATE
THE ACTIVE SHOOTER



THROW OBJECTS



YELL AND CALL FOR HELP

**FIGHT ONLY
AS A LAST RESORT**

BE PREPARED



CALL 911



CALL 911
WHEN YOU ARE SAFE



GIVE INFORMATIONS
TO THE OPERATOR

WHEN LAW ENFORCEMENT ARRIVES



FOLLOW THE INSTRUCTIONS
OF POLICE OFFICERS



DROP ANY OBJECT



KEEP HANDS VISIBLE