CHAMPAIGN UNIT 4

ALICE DRILL
INFORMATION
FOR
ELEMENTARY TEACHERS
AND STAFF
10 CONCEPTS OF ALICE FOR ELEMENTARY

1. Children should be taught to follow directions the first time they are given, in an emergency. We do not want teachers to give directions to Evacuate or Lockdown and have students standing around asking, “But why?”

2. Students should be trained to STOP, LOOK, AND LISTEN to the announcements at the time they are given. If the PA system serves as the main information source in a school, students must be trained to STOP, LOOK, AND LISTEN every time it comes on.

3. In a Lockdown, be quiet, listen to directions, stay out of the line of sight from the door. Be ready to move or evacuate if a dangerous person comes into the room.

4. In a Counter situation when the secured location has been breached by a dangerous person, and evacuation is not possible, the best line of defense is to have kids up, moving, making noise, increasing distance and throwing items at the dangerous person.

5. Evacuation is the best defense, if the information indicates it is safe to do so. Parents, staff, and students must know where the DESIGNATED EVACUATION SITE/REUNIFICATION point is located. This location is usually away and separate from the school. Students should know how to get to the DESIGNATED EVACUATION SITE/REUNIFICATION point from every part of the school, and how to move quickly with OR without the teacher. It should be emphasized to parents that the DESIGNATED EVACUATION SITE/REUNIFICATION point is the place to go in case of an emergency.

6. Upper elementary students have more developed critical thinking and problem-solving skills and should take a much more active role in ALICE than children in the lower elementary grades.

7. Teach all aspects of ALICE EXCEPT the “swarm technique” (grabbing onto the appendages of a dangerous person and using your body weight to immobilize him) to elementary students.

8. Students with special needs are planned for ahead of time, given their individualized situations. If a student cannot evacuate, plans must be made to fortify his/her locations. When students with special needs are included in the general education class, teachers need to decide what is in the child’s best interest and plans should be made ahead of time. There is not a one-size-fits-all answer to the situations involving a student with special needs. The school must consider each case individually.

9. Education and empowerment are the keys to preparation and relieving fear.

10. Kids are taught in realistic terms what to do in case of danger. ALICE is much like a fire drill or a tornado drill. Its purpose is to prepare students for life inside and outside of the classroom. The ALICE concepts are the same at school, home, the mall, the afterschool program, restaurants, church, or any other place the child goes. We are teaching a life-long safety skill.
DURING ALICE DRILL - IMPORTANT!!! MUST READ!!!

❖ Using the “Swarming Technique” is **NOT** recommended for elementary-aged children.

❖ Take care that children barricaded in a room have adequate space to move quickly and/or escape.

❖ Make sure that substitute personnel and parents are also aware of emergency school procedures.

❖ Keep classroom doors locked at all times during the drill.

❖ Keep your cell phone accessible at all times with 911 and your local fire and police department numbers programmed into your contact list.

❖ ALICE Training Institute is sensitive to the age-appropriateness and ability levels of training children at the elementary level. It is recommended that classroom teachers instruct children in a manner best fits their classroom. *It has been found, if the teacher is very matter of fact in their delivery, the students are not overly worried or scared.*

Words which elementary teachers **CAN** use when discussing the ALICE drill.

- Alert
- Lockdown
- Inform
- Counter
- Evacuate
- Distract
- Unsafe or dangerous person

Words which elementary teachers want to **AVOID** when discussing the ALICE drill.

- Gun(s)
- Weapons
- Knife
- Armed intruder
- Bad person
- Intruder
- Shooter
- Killing/Killer
- Violence
- Attack
- Threat/Threaten
- Victim
- Swarming
COMMUNICATIONS: Only critical information will be communicated to the office during a crisis. The office must keep lines of communication open. General information on the crisis will be related as time permits.

PRIMARY: The PRIMARY means of the administrator communicating to staff during a crisis will be the PA system.
SECONDARY: Phones (classroom or cell)
TERTIARY: E-mail (monitor your email during a crisis for general information)

REPORT:
- Location of active shooters
- Injuries that require immediate help from others.

PHONE NUMBERS (If an immediate threat/emergency, call 911):
Please know the following:
School office number: _________________________________________________________
Principal's cell phone number: ___________________________________________________
AP cell phone(s): ______________________________________________________________
Other: ______________________________________________________________________

IMMEDIATE ACTION
Upon hearing, “Initiate ALICE, initiate ALICE” over the PA system:
- ALERT - Pay attention to real-time information provided over PA system and determine whether to lock down and be prepared to counter or evacuate.
- LOCKDOWN - Don't rely on the lock; use zip ties, belts, or furniture to barricade.
- INFORM - Continuation of ALERT. Real-time information will be provided to school and authorities.
- COUNTER - Make loud noises, create distance, move around, or throw things at him/her. DO NOT “SWARM” at the Elementary level.
- EVACUATE - Evacuate through doors, windows, or any other point of entry/exit in the school.

DESIGNATED SITE: Know where your designated site is for your campus.

Designated evacuation site is: ______________________________________________
8 STEPS OF A LOCKDOWN FOR STUDENTS

1. Stop, Look, Listen
2. Lock the door
3. Turn out the lights
4. Push desks and other furniture against the door
5. Tie leg of desk to doorknob with durable cord
6. Place large zip tie around top opening arm
7. Grab something to throw, if needed
8. Spread out in the classroom away from the door and out of sight, but make sure you have enough room to move

REUNIFICATION PLAN

TEACHERS AND STAFF
- Assists in guiding classes to designated evacuation site
- Assists ill/injured/special needs persons
- Move students to predetermined location in the evacuation site
- Establish student accountability and take attendance
- Report any missing students immediately to a Crisis Response Team member
- Guide parents to student pick-up point and release students only when authorized
- Notify parents of injuries, etc. as appropriate
- Make a list of witnesses
- Teachers and staff shall refer traumatized students for counseling

CRISIS RESPONSE TEAM
- Assists Principal
- Guides emergency responders
- Guides media to media briefing area
- Guide media and parents to designated evacuation location
- Guides parents to Student Pick-Up Point
- Social Worker establishes Student Pick-Up Point
- Assists with debriefing of staff
SOURCES

- ALICE Training Institute  
  www.alicetraining.com

- Champaign Unit 4 Classroom Crisis Management Guide

- Champaign Unit 4 School Crisis Management Guide  
  Revised 7/5/2019

- I’m Not Scared, I’m Prepared! Because I Know All About ALICE  
  Written by Julia Cook; 2014

- I’m Not Scared, I’m Prepared! Because I Know All About ALICE Activity and Idea Book  
  Written by Julia Cook; Contributing Editor- Lisa J. Crane; Published by National Center for Youth Issues; 2014

“In a moment of decision, the best thing you can do is the right thing. The next best thing is the wrong thing. The worst thing you can do is nothing.”

Theodore Roosevelt