



MARLBOROUGH PUBLIC SCHOOLS
Mandated Staff Training
Emergencies

Marlborough Public Schools Emergency Drills

- Fire Drills
- ALICE
- During all emergencies school administrators will work with the Police and Fire departments to determine what protocol will be used

Fire Drills

- Go Bags: Please include Two-Sided Red/Green Cards
- Class Lists
- Family Contact Information
- Pens and Paper
- Keys



Ask staff to prepare a bag for all emergencies. Pens and paper should be included for parent sign-outs in case of emergencies. Teachers may want to clip their keys to a Go Bag in the morning or attach to lanyard so they are always on hand (including car and house keys)

- Main and Alternate Fire Routes
- Proceed to area
- Green Card: All assigned students are with you
- Red Card: Student(s) assigned to your class are not with you: examples include students at an intervention class, student at nurse
- Support Personnel would have green card if all students they are servicing are with them
- Administrators scan for red cards and verify student location

ALICE

ALICE is an acronym for:

- Alert
- Lockdown
- Inform
- Counter
- Evacuate

ALICE is **not** designed to be sequential

ALERT

- Shift from using codes or a generic call for a lockdown to more specific information.
- If you see something- say something: make an announcement, call 911
- Give as much information as possible

Lockdown

- More than locking a door: using furniture in the room to barricade the entrance to the room and other materials such as a belt or electrical cord to wrap around door knob or hinge.



Inform

Throughout the event continuously report real-time information about the incident if possible:

- ✓ To inform police to the whereabouts of the individual(s) and possible identity
- ✓ To inform students/teachers of the whereabouts so they can decide whether to barricade or flee
- ✓ To distract the intruder.

Counter

As a last resort when life is in danger, use countering strategies to impact the intruder's effectiveness :

- Throwing objects at the intruder
- Physically overwhelm the intruder

We are not asking or preparing PreK-4 students to counter at this time.

Evacuate

- Provide students with the ability and *permission* to evacuate the area
- Students know they may evacuate through 'off limit' areas
- Students and staff may break windows to escape

If there is an escape path, evacuation is an option.

When you evacuate you remove as many potential targets as possible.

Remember:

You have options:

- You may remain in your room behind a barricaded door
- You may decide to get out of the building
- You can fight back with objects, yelling, etc.

You cannot/will not make a mistake!

Any choice you make is a choice based on your unique situation!