**“Active Threat” Safety Process**

**Purpose:** To teach students what to do during an active threat.

**Time:** 20 – 30 minutes

**Ages:** All ages

**Materials:** Map of School

**Prep:** Determine possible escape routes for different parts of campus.

**Procedure:**

1. Explain to students that the signal for active threat is voice signal “active threat” or whistle signal.
	* When students hear this signal you will freeze/stop what you are doing and become absolutely quiet.
	* If outside, staff will direct students to run to the nearest safe location. (this location could be outside or inside)
	* If inside or once inside:
		+ Staff will lock doors and windows
		+ Close blinds
		+ Students will be quiet. Hiding out of view of doors and windows. During actual event staff and students will barricade doors.
			- If inside cafeteria/MPR, student should not be hiding under desks. They should be in an area where they can escape if room is breached.
		+ Doors are not to be opened until the all clear is signaled.
2. Have students practice responding by freezing and becoming quiet / 3x or until they can respond immediately to the signal.
3. Practice running to the nearest safe place if outside.
4. Practice locking doors and windows, close blinds, and remaining quiet.
5. Once you hear the all clear. Staff will proceed back to their original activity.
6. Review with students:
	* What did we do well
	* What do we need to practice again
	* Why do we practice this? (to be safe)
7. If you need additional practice, do so that day and follow up with another practice within the week.