

How I Can Stay Safer At School!

Grades K – 3
Teachers Guide

This document was created to assist teachers with the implementation of the K-3 curriculum entitled “**How I Can Stay Safer at School!**” It is important that students are prepared for all types of emergencies that may take place during the school day. All schools currently practice fire drills, school evacuation drills, bus evacuation drills and, up until now, lockdown drills. Lockdown drills will now be replaced with ALICE drills.

The new ALICE program has already been implemented at the middle and high school levels. Staff members at the elementary and pre-school levels have recently received training in ALICE as well. The next steps, prior to full implementation, are to educate parents, and, of course, students. A parent orientation session is scheduled for Tuesday, February 25th at 6:30 – 7:30 pm at the middle school. The job of educating our students is ours. We’re hopeful that this curriculum will be helpful to you in accomplishing this.

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The principal and teachers want children to be safe and happy at school. Teachers tell us what to do when we are in our classroom, in the cafeteria, in the bathroom, and playing outside. Teachers also help us practice what to do if there is an **emergency** at school. This is called a drill. It is important to listen to the teacher at all times.

*Read the paragraph with students. Discuss how children are supervised by an adult at all times throughout the day. Discuss and define the words “**emergency**” and “**drill.**” Emphasize the importance of always listening to the teacher at all times.*



Sometimes we have emergency drills; fire drills, bus evacuation drills, and a new drill called ALICE. We do not always know when drills will happen. We practice drills to stay safe. Practice drills will only last a short time.

Usually, it is NOT a real emergency, just a practice.

Read the paragraph with students. Review with students the different types of drills we currently do at our school – fire drills, bus evacuation and school evacuation. Reinforce why we do each of these drills. Make distinction between a “drill” and a real “emergency.” Introduce new drill called ALICE. (You do not need to go over all of the information below with students.)

A: Alert – inform people of the threat, giving as much information as possible.

L: Lockdown - Students and Staff can choose to lockdown and barricade the room that they are in if **they** determine that it is not safe to evacuate.

I: Inform - pass on as much information as possible to others and to First Responders, including contacting 911.

C: Counter - an effort of last resort, if an armed intruder is able to get into the space that they are in; students are being trained to use every effort to stop the intruder instead of being passive victims. **(We will not be doing this at the elementary schools.)**

E: Evacuate - If it is safe to do so, all are encouraged to evacuate the building, and remove themselves from the threat.



During a fire drill we may hear a loud alarm. During an ALICE drill there may be an announcement on the loudspeaker that an **intruder*** has entered the school. The teacher will say "Please listen, there is an emergency". We must STOP and LISTEN. It is very important to listen to your teacher and to do what the teacher asks you to do.

(*Intruder - a person who does not belong in our school and who wants to do bad things in our school)

Read the paragraph with students.

Talking points:

Discuss the different ways we alert people during a drill – fire alarm, messages sent over the loudspeaker.

When an alert is made over the loudspeaker, remember to STOP and LISTEN.

Stress the importance of paying attention to directions from the teacher when these alerts happen.

Discuss and define "intruder."

Why is it important to stop and listen during an emergency announcement?

Why is it important to listen to your teacher for directions during an emergency drill?

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The teacher may tell us to spread out at different spots in the room and remain very quiet. We need to stay away from the door. The teacher may have to turn off all the lights and block the door. It may be very dark. The teacher may ask you to push desks and chairs in front of the classroom door. The teacher may also ask you to grab something to throw like a book, a water bottle, or a back pack.



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If the intruder enters the classroom, it is okay to scream and throw the books, water bottles, or backpacks at the intruder.

Read these two paragraphs with students.

Questions that may arise:

Why are we spreading out, remaining quiet, and staying away from the door?

Why do we shut off the lights?

Why are we pushing things in front of the door?

Why do we scream and throw things at the intruder?

Talking Points:

Explain that we stay away from the door so that if the intruder looks in they don't see or hear us.

Explain that by pushing desks and objects by the door it will stop the intruder from coming in.

Explain that if the intruder comes into the classroom we scream and we throw things at the intruder to confuse and distract him/her.



The teacher may tell you to run out of the classroom if you can. We may have to run to a different part of the school. We may have to run outside and go to the special meeting place away from the school like we do when we practice our evacuation drill.

Read this paragraph with students.

Talking Points:

Focus on the word “run.” You can pose the question: We always tell you to walk in school. Why do you think it is okay to run during an intruder emergency?

Clarify to students that we run to get out of the building and get to a safe place as quickly as possible. It is okay to run during an intruder emergency.



During an intruder emergency, police officers may come into school. Police officers help everyone stay safe. We must always listen to police officers. They help everyone when there is an emergency.

Read the paragraph with students.

Talking Points:

Why is it important to listen to the police officers during an intruder emergency?

Discuss how police officers keep us safe.

During a fire emergency, firefighters may come into the school. Firefighters help everyone stay safe. We must always listen to firefighters. They help everyone when there is an emergency.



Read the paragraph with students.

Talking Points:

Why is it important to listen to firefighters?

Discuss ways that firefighters keep us safe.

We will always be with a teacher. We must always listen to the teacher and do what the teacher tells us to do. In some emergencies we may get on a bus or walk to a different place with a teacher to meet our parents.



Read the paragraph with students.

Talking Points:

Why is it important to listen to the teacher during an emergency?

Remind students about the school evacuation drills we do in the fall.

Discuss the differences between a school evacuation and an intruder emergency.



All schools practice emergency drills. We practice emergency drills so that we can stay safe and happy every day at school. We will continue to practice fire drills, school evacuation and bus evacuation drills. We will also practice an intruder emergency drill which we call ALICE. We will practice pushing desks and chairs in front of our door and grabbing something to throw. We will also practice leaving from the classroom and running outside to a safer place.

Read the paragraph with students.
Use this time to summarize what they have learned.

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It is very important for us to know what to do when there is an emergency at school so we can be safe.



I like practicing being safe at school.

Draw a picture of yourself being safe in school.

Have students do this activity after reading the story.
Students may share with classmates.