



## Intruder Drill Presentation

- Welcome
- Purpose of Today's Presentation
- Introductions
- HDA

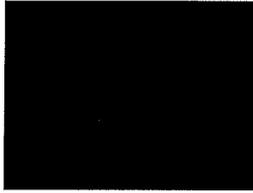


## Intruder Drill Presentation

- Everyone in this room would like to not have to implement an intruder drill – we think we may have a solution



## Intruder Drill Presentation



## Intruder Drill Presentation

### History of Intruder Drill Development

- Formed partnerships with all community agencies
- Started process of creating the drill scenario and kept adding layers of complexity to each additional drill
- We started with a basic walk through lock down
- Then added an intruder with instructions to stay visible
- Built on intruder involvement by instructing intruder to hide



## Intruder Drill Presentation

- Did table top – *see attached appendix page 1*
- Presented Intruder Scenario and went through the different responsibilities of the related agencies – opened the floor for discussion to make improvements to the scenario
  - Reminded everyone of the drill date and time – *see appendix page 2*
- See Full Scale Intruder Drill – *see appendix page 3*
- Paul Hadley Middle School Floor Plan – *see appendix page 4*
- When planning a drill we do all of the above



## Intruder Drill Presentation

Transportation – is almost another drill by itself

- Police decide if we evacuate
- Transportation arrives
- Police have secured hallways
- Administrator and police go room by room to unlock doors





## Intruder Presentation

### Evacuation and Reunification

- Evacuation – relocation center at Grace Church
- WCBK Radio station was involved – and interrupted their live broadcast to make an announcement
  - They interrupted their live programming and made a special announcement for Paul Hadley Middle School Parents. This announcement stated that PHMS parents could now pick up their student at Grace Church.
  - Grace Church floor plan – please see [appendix page 5](#)



## Intruder Presentation

- State Police electronic ticket scanner
  - police scanner is used to scan the back of driver's license
  - We downloaded laptops with complete student demographic data - [See Appendix page 6](#)
  - A list of students and who picked them up can also be generated - [See Appendix page 7](#)

### How paper trail works – [See appendix page 8](#)

#### Student Release Form

- Parent signs for students and parent gives their part of the form to a runner
- One part goes with runner
- One part stays with parent
- We do not release students to anyone but those who have permission to do so and who are in our data base



## Intruder Drill Presentation

- We don't know what happens after police take into custody our intruder – but the next slide may hold the key!



## Intruder Presentation



## Intruder Drill Presentatio



- After the intruder drill has been implemented – **it is very important to meet with representatives from every agency to debrief in order to identify and improve glitches in the process**



## Intruder Drill Presentation

There has not been a student killed in a school fire since – 1900. Do you know why?

Because schools practice fire drills!!!



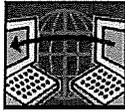


# Intruder Drill Presentation

Please feel free to contact us with any questions!!!

**Rex Cook** – Director of Safety at Mooresville Consolidated School Corporation

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- rex.cook@MooresvilleSchools.org



## Agenda Table Top Drill 5/6/10

1. Read/ Cart—Welcome.
2. Introduction of Chiefs/ Principals
3. Explanation of Table Top
4. Present scenario in detail—allow each agency to describe their part.
5. Open the floor to discussion—make changes to scenario
6. Remind everyone of drill date and time
7. For the good of the cause.

### Contact people:

1. Rex Cook—831-9208
2. Tim Viles—831-3154 Mooresville Police Chief
3. Tim Medley—831-5554 Mooresville Fire Chief
4. Brian Stanley—831-6166 Ecorse Twp. Fire Chief



Appendix page 1  
Table Top



### Teachers:

On Wed Oct. the 22 we will be conducting a code RED drill. The purpose of the drill is to practice our procedures in case of an intruder in the building. Please take time to talk to all of your classes today and tomorrow about the code RED drill and how it works. Please make sure that all students understand how important this drill is! The drill will take place sometime after lunch on Wed. Also please make sure that we follow the correct procedures. This includes putting **YOUR** desk in front of your door to let us know that everyone understands that all desks are to be put in front of the door in a real situation. Please make sure all students are **very quiet** during the drill and that no one can be seen from the class room door windows. These drills are extremely important to your safety and the safety of your students. Please take this drill seriously. If you have any questions please see me or Larry.

Thanks  
Rex



Appendix page 2  
Notification of Drill

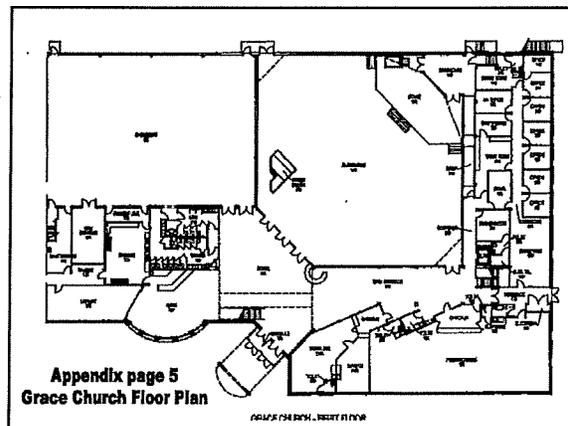
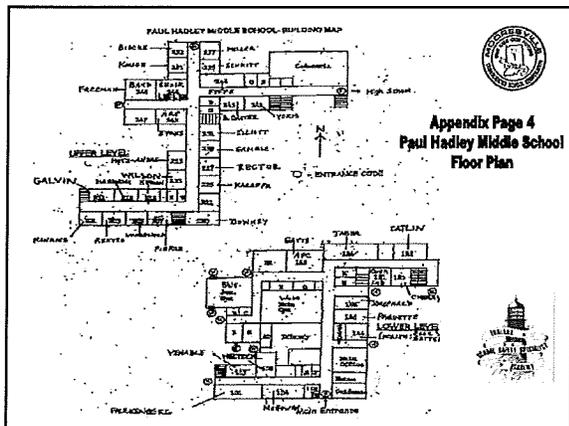


## Full Scale Intruder Drill

1. Intruder runs through the office and announces that he will kill someone.
2. Office people notifies Adm.
3. Adm. Announces over intercom, CODE RED DRILL, INTRUDER ALERT!
4. Adm. Calls ERD on school radio.
5. Adm. Calls 911 on school phone.
6. Adm. calls 911 on cell phone.
7. Adm. Calls MPPD on police radio.
8. Adm. will notify transportation (OT) to stand by.
9. Adm. will notify ESD, owner
10. MPPD will notify FIRE and AMBULANCE to staging area.
11. Adm. will sound RED at door 15.
12. Office personnel will give a description of the intruder to ERD
13. ERD will notify MPPD for assistance.
14. MPPD will search building.
15. Along the way MPPD will find scene simulation.
16. MPPD will notify ambulance about casualties.
17. Police will remove any and all simulation will take place.
18. Transportation will be called to evacuate building.
19. Transportation will arrive at the designated door and students will be transported.
20. Students will evacuate to buses at door 15.
21. Students will be transported to GRACE Church.
22. Parents will be notified by WCBM radio what to pick up their children
23. Parents will pick students up at GRACE Church at approx 3:45
24. School personnel will accompany students to Grace Church.
25. After drill a debriefing will take place in the MOBILE School library at 4:00
26. All agencies that took part in the drill are welcome to participate.



Appendix page 3  
Full Scale Intruder Drill



**Appendix page 6  
Student Release Form**

**Safety Scanner Screenshot**

**Appendix page 7  
Student Release Form**

**Pick Up Results List**

**APPENDIX PAGE 8  
(Parent Form)**

*This form is to be signed by a designated "parent" at the permission building room for student pickup.*

**Times In/Out**

Teacher's name: \_\_\_\_\_

Check: \_\_\_\_\_

I authorize this student to be released to the approved parent/guardian/emergency contact. Please understand that the school is not liable for any injuries to this student's belongings.

Outgoing permission: \_\_\_\_\_

**Appendix page 8  
Student Release Form**

*This form is to be approved by the "Child Care" personnel for release of students.*

The following (initials) has been approved for the safe release of these students:

Student Initials: Parent: \_\_\_\_\_ Checked: \_\_\_\_\_ Emergency Contact: \_\_\_\_\_

Signature: \_\_\_\_\_

Picked Up/Released: \_\_\_\_\_

Classroom/Building: \_\_\_\_\_ Date: \_\_\_\_\_

*Intruder Drill Planning and Preparation*

- Our Cafeteria holds 700 students
- We have 17 cafeteria staff, 3 custodians and 4 teachers during lunch

In the event of an intruder, where is the safest place for students and staff?

*Intruder Drill Planning and Preparation*

- We determined the safest place for our students and staff to be the preparation and food storage areas
- The reason for this is that these places can be secured

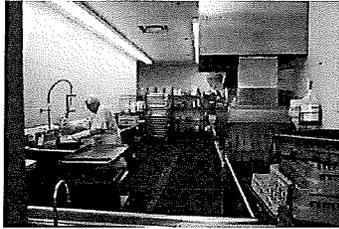
*Intruder Drill Planning and Preparation*

What are some things to consider as a result of moving students to these secured areas?

- Food preparation equipment needs to be turned off
- Knives and some preparation tools need to be secured
- Who is assigned to these tasks and do we have cross-training for staff to serve as back ups in the event that staff members are absent
- Make sure we have access to land line phones
- Use internet as a communication source if needed

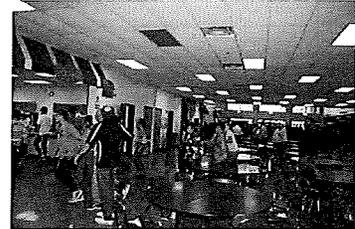
Intruder Drill Planning and Preparation

- Use all available space – if needed
- Meet with all stakeholders for input and training



Intruder Drill Planning and Preparation

- Practice the drill



Intruder Drill Planning and Preparation

- Practice the drill involving students and staff



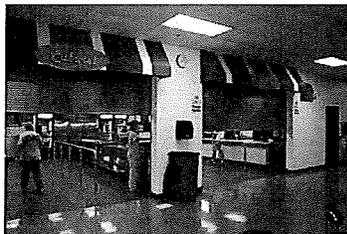
Intruder Drill Planning and Preparation

- Practice the drill involving students and staff



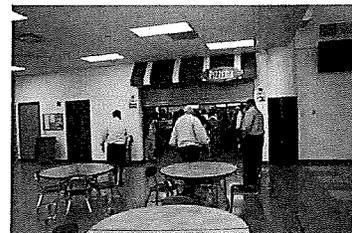
Intruder Drill Planning and Preparation

- Secure the designated safe haven areas



Intruder Drill Planning and Preparation

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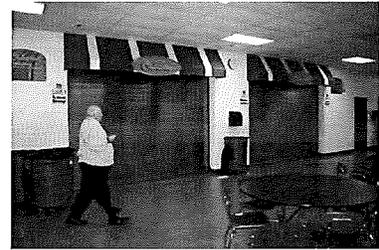
Intruder Drill Planning and Preparation

- Secure the designated safe haven areas



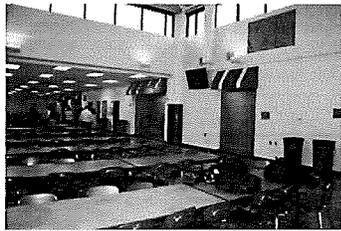
Intruder Drill Planning and Preparation

- Monitor the drill



Intruder Drill Planning and Preparation

- Monitor the drill



Intruder Drill Planning and Preparation

- Once students and staff are secure, everyone should remain as quiet as possible



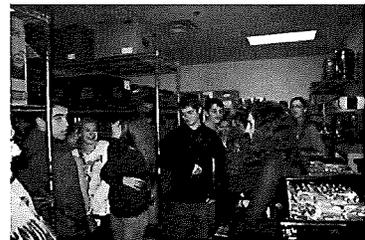
Intruder Drill Planning and Preparation

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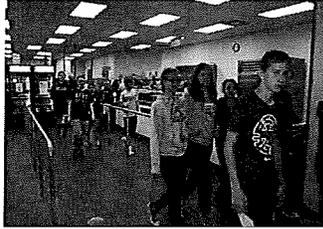
Intruder Drill Planning and Preparation

- Use all available areas!



Intruder Drill Planning and Preparation

Students return to class



Once the Intruder Drill is Over

- Meet with stakeholders to debrief the drill
- Identify areas for improvement
- Revise plan
- These ideas are meant to hopefully get people thinking about safety
- Every school is different and requires their employees and stakeholders to create and implement plans that fit their unique needs



Intruder Drill Planning and Preparation

- Questions ????????

Please feel free to contact us for additional information

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