



Saint Francis Xavier Catholic School

EMERGENCY RESPONSE ACTION PLANS

OVERVIEW

In the enclosed safety packet you'll find important information on St. Francis Xavier School's emergency response action plans and how we conduct safety drills. We have also included tips for talking with your child about emergency situations at school, at home, online and in public places.

Please review these materials and talk with your children about safety often. If you have any questions about the enclosed materials, please reach out to your child's teacher or our school Principal.

As always, we are grateful for the opportunity to partner with you in your child's education. We pride ourselves on being a safe environment where every child has the opportunity to learn and grow.

PARENT TIPS

- Keep lines of communication open with your child. Answer their questions simply & reinforce with them that their school is a safe place.
- In the event of an emergency at school, we have two designated reunification locations:
 - On Campus: Parish Fellowship Hall
 - Off Campus: Glacier Creek Middle School
- In the event of an emergency, we will communicate with you via email, text & phone as we are able. Please ensure the school office has your current contact information & that you've provided us with emergency contacts that are approved to pick up your child, in the event you can not.
- Do not block roads/driveways in the case of an emergency.
- Please follow our visitor protocol, by ringing the bell at the west (gym) entrance & checking in at the office when you visit the school during the school day. If your child will be taking an alternate method of transportation home, you must send a note or call the office by 2:00pm that day.
- Before volunteering at school or attending a field trip all volunteers must be Virtus Trained & pass a background check. www.virtusonline.org/virtus/

What Parents Need to Know

SCHOOL VISITOR PROTOCOL

1. All visitors should enter via the west entrance (gym doors).
2. Visitors will ring the bell to allow staff to visually identify them. Visitors may also be asked to identify themselves & their intentions prior to being granted access into the building.
3. Visitors are greeted by the Administrative Assistant in the office, where they must sign in & receive a visitor badge.
4. Once the guest has completed their visit, they must return to the office to sign out & turn in their badge.

SCHOOL SAFETY PLANS

Wisconsin State law requires that all schools have up-to-date safety plans that are developed with local law enforcement. It also requires that teachers and staff members go through training and that at least one lock down drill be performed each school year.

St. Francis Xavier follows all of these requirements and works diligently to ensure student safety 24/7.

Our school follows the FBI's Run, Hide, Fight safety program as outlined below.

REUNIFICATION POINTS

In the event of an emergency our reunification points are:

- **On Campus: Church Fellowship Hall**
- **Off Campus: Glacier Creek Middle School**

We understand that during an emergency you will want to reach your children as fast as possible. Please remember that traffic jams in parking lots or area roadways may delay emergency responders.

In the event of an emergency, we will communicate with you via email, text & phone as soon as possible.

SAFETY PROTOCOL

- All drills will be announced (fire, lock down, tornado, etc.).
- All students now line up (for recess, all drills, etc.) along a wall, out of direct sight from the classroom door.
- All drills (fire, tornado, lock down) begin with students lining up & teachers making a judgment call as to their next course of action. (Even in the event of a fire, teachers quickly look for signs of a fire before evacuating students out of the building.)
- In a lock down drill, students will line up & teachers make the determination to either:
 1. **RUN** & go to a determined reunification spot
 2. **HIDE** by locking the door, pulling the shades & barricading the door. Students will stay quiet, out of sight & away from the door (some rooms have closets that students will hide in). Older students will play an active role in securing the classroom (pulling shades, barricading doors, etc.)

We will **never** practice the **FIGHT** option of our plan with students. We will not use sound effects or props that may make the drill too realistic or scary for students. Local police officers may be present during drills and will test door handles during the drill.

Teachers will have age appropriate conversations with students before & after drills occur. **Parents will be notified in advance of all lock down drills & have the option of removing their child from school on drill days.**

RUN, HIDE, FIGHT FBI.gov

<p>When law enforcement arrives:</p> <ul style="list-style-type: none"> • Remain calm and follow instructions • Drop items in your hands (e.g., bags, jackets) • Raise hands and spread fingers • Keep hands visible at all times • Avoid quick movements toward officers, such as holding on to them for safety • Avoid pointing, screaming or yelling • Do not ask questions when evacuating <p>Information to provide to 911 operations:</p> <ul style="list-style-type: none"> • Location of the active shooter • Number of shooters • Physical description of shooters • Number and type of weapons shooter has • Number of potential victims at location 	 <h1 style="font-size: 2em; margin: 0;">ACTIVE SHOOTER EVENT</h1> <p style="font-size: 0.8em; margin: 0;">QUICK REFERENCE GUIDE</p>	<p>ACTIVE SHOOTER EVENTS</p> <p>When an Active Shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation.</p>  <p>You have three options:</p> <p>1 RUN</p> <ul style="list-style-type: none"> • Have an escape route and plan in mind • Leave your belongings behind • Evacuate regardless of whether others agree to follow • Help others escape, if possible • Do not attempt to move the wounded • Prevent others from entering an area where the active shooter may be • Keep your hands visible • Call 911 when you are safe <p>2 HIDE</p> <ul style="list-style-type: none"> • Hide in an area out of the shooter's view • Lock door or block entry to your hiding place • Silence your cell phone (including vibrate mode) and remain quiet 	<p>3 FIGHT</p> <ul style="list-style-type: none"> • Fight as a last resort and only when your life is in imminent danger • Attempt to incapacitate the shooter • Act with as much physical aggression as possible • Improvise weapons or throw items at the active shooter • Commit to your actions . . . your life depends on it
<p>For questions or additional assistance contact: Your local law enforcement authorities or FBI Field office :</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>  <p style="font-size: 0.8em;">Department of Homeland Security 3301 Nebraska Ave. NW Washington, DC 20528</p>	<p>An "active shooter" is an individual who is engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.</p> <p><input type="checkbox"/> Victims are selected at random</p> <p><input type="checkbox"/> Event is unpredictable and evolves quickly</p> <p><input type="checkbox"/> Knowing what to do can save lives</p> <p>The first officers to arrive on scene will not stop to help the injured. Expect rescue teams to follow initial officers. These rescue teams will treat and remove injured.</p> <p>Once you have reached a safe location, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the area until law enforcement authorities have instructed you to do so.</p>		

Suggested Points to Emphasize When Talking to Children About School Safety

Adapted from the National Association of School Psychologists

1. Schools are safe places. School staff works with parents & public safety providers to keep you safe.
2. The school building is safe because ... (cite specific school procedures). We all play a role in the school safety. Be observant & let an adult know if you see or hear something that makes you feel uncomfortable, nervous or frightened.
3. There is a difference between reporting, tattling or gossiping. You can provide important information that may prevent harm either directly or anonymously by telling a trusted adult what you know or hear.
4. Although there is no absolute guarantee that something bad will never happen, it is important to understand the difference between the **possibility of something happening & probability that it will affect you/your school.**
5. Senseless violence is hard for everyone to understand. Doing things that you enjoy, sticking to your normal routine, & being with friends & family help make us feel better & keep us from worrying.
6. Sometimes people do bad things that hurt others. They may be unable to handle their anger, under the influence of drugs or alcohol, or suffering from mental illness. Adults (parents, teachers, police officers, doctors, Church leaders) work very hard to get those people help & keep them from hurting others. It is important for all of us to know how to get help if we feel really upset & to stay away from drugs & alcohol.
7. Stay away from guns & other weapons. Tell an adult if you know someone has a gun or any object that may cause harm.
8. Violence is never a solution to problems. Students can be part of the positive solution by participating in anti-violence programs at school, learning conflict mediation skills, & seeking help from an adult if they or a peer is struggling with anger, depression, or other emotions they cannot control.

Tips for Making Sure Explanations are Age Appropriate

Younger than Five:

Experts say they're probably too young to discuss it. When kids are old enough to ask, they're ready for a conversation. Keep your answers simple. Young children, in preschool & kindergarten, can be provided with a simple, one-sentence story. *"Something unsafe was happening outside your school, so your teacher kept you inside to ensure you were safe."*

Elementary School Children:

Provide brief, simple information that is balanced with reassurances that their school & homes are safe & that adults are there to protect them. Kids younger than age 11 should be shielded from media coverage of violent tragedies. If children do see images, then parents should present their children with positive photos to counteract the negative ones they saw. *"Let's see if we can replace those memories & balance it out by seeing all the amazing people who rushed to help".*

Middle School Children:

Directly ask them if they heard about the recent event/tragedy. Be prepared to share your feelings about the topic. Listen to their questions & concerns. Provide them with information about safety measures in place at their school & in their community. Review safety procedures at home & at school. Help children identify at least one adult at school to whom they go if they feel threatened or at risk.

Regardless of age, it's important parents pay close attention to their child's emotional state. Watching for changes in behavior, appetite, & sleep patterns, which can indicate a child's level of anxiety or discomfort. Children who have had a past traumatic experience or personal loss, suffer from depression or other mental illness, or with special needs may be at greater risk for severe reactions than others. Seek the help of mental health professional if you are at all concerned.

Additional Parent Resources:

- www.nasponline.org
- ready.gov/kids
- "I'm Not Scared, I'm Prepared!" by Julia Cook
- www.fbi.gov/fbi-kids

School Safety Topic

IF YOU SEE SOMETHING, SAY SOMETHING

CLASSROOM DISCUSSION POINTS

- St. Francis Xavier School is a safe place. What things make our school safe? *Teachers & staff, playground rules & supervisors, locked doors, tornado siren proximity, building is brick/mortar, everybody knows each other, we respect each other & each other's belongings.*
- As a student of St. Francis Xavier it is your job to listen to your teachers & follow the rules that are meant to keep you safe.
- If you see something that doesn't look right or makes you feel scared or uncomfortable, tell an adult that you trust. Who is an adult you trust at St. Francis Xavier? *Teachers, Mrs. Klein, Coaches, etc.*
- One of the rules at school is that all visitors need to check in at the office. Even though it is normally courteous to open the door, you should not open the door for someone waiting to enter our school building. The visitor can ring the bell & an adult will let them in the building.
- Our school is a safe place & it isn't likely that something bad will happen here, but it is good to be prepared & have a plan, which is why we practice drills, talk about the rules & always treat each other with kindness.
- If our school is ever unsafe, your teachers will tell you to go to the Fellowship Hall or Glacier Creek Middle School, because those are other safe places that are close to our school.

Students will hear a presentation from the Cross Plains—Berry Fire Department & have the opportunity to tour a fire truck during Fire Prevention Week. Our school regularly conducts fire and tornado drills.



PARENT TIPS

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- Do not block roads/driveways in the case of an emergency.
- Please follow our visitor protocol, by ringing the bell at the west (gym) entrance & checking in at the office when you visit the school during the school day. If your child will be taking an alternate method of transportation home, you must send a note or call the office by 2:00pm that day.
- Before volunteering at school or attending a field trip all volunteers must be Virtus Trained & pass a background check. www.virtusonline.org/virtus/



School Safety Topic
Building Secure

CLASSROOM DISCUSSION POINTS

- St. Francis Xavier School is a safe place. What things make our school safe? *Teachers & staff, playground rules & supervisors, locked doors, tornado siren proximity, building is brick/mortar, everybody knows each other, we respect each other & each other's belongings.*
- As a student of St. Francis Xavier it is your job to listen to your teachers & follow the rules that are meant to keep you safe.
- If you see something that doesn't look right or makes you feel scared or uncomfortable, tell an adult that you trust. Who is an adult you trust at St. Francis Xavier? *Teachers, Mrs. Klein, Coaches, etc.*
- Our school is a safe place & it isn't likely that something bad will happen here, but it is good to be prepared & have a plan, which is why we practice drills, talk about the rules & always treat each other with kindness.
- Today we are going to have a drill to practice what to do when something outside our school makes it safer for everyone to stay inside the building. Your job as a student will be to listen to the teachers or other adults, because they will tell you what to do in order to keep you safe. When we hear Mrs. Klein announce the drill later today, what should you do? *Be quiet, listen to the directions from the teacher/other adult, line up and move quickly but do not run/push/etc.*
- During this drill we will stay inside the school building (we won't go outside for recess or gym class, etc) but everything else will be the same inside.

FOR PARENTS

School Safety Terms Defined

Shelter is utilized when a potentially dangerous release of chemicals or materials outside our buildings warrants having students and staff remain in the building.

Classroom Hold is utilized when a situation inside the building is not an immediate threat to safety but has the potential of becoming more serious may or has impacted the school. For example, a classroom hold would be used during a medial emergency.

Building Secure is used when a situation outside the building is not an immediate threat to safety but has the potential of becoming more serious or has impacted the school. Students are kept in school and normal operations inside the school continue. A crime near a school or an external threat in the vicinity are common reasons for a building secure.

Lockdown occurs when a situation threatens the safety of students and staff within the school.



School Safety Topic

Internet Safety / Stranger Danger

CLASSROOM DISCUSSION POINTS

4K-3rd

When you are on the playground, at the bus stop or shopping with your family, you should always stay with your group. You should never talk to someone you don't know, even if they ask for your help or offer you a ride.

Going online can be like going on a field trip. To stay safe on field trips, kids need to stay with an adult, talk only to people they know, and follow the rules. *Ask: What field trips, vacations or fun adventures have you been on?* These trips are really fun and you can learn new things and go to exciting places. But if kids don't stay with a grown-up, a field trip can feel a little scary. The same is true when kids are using the internet. There are 3 rules that can keep you safe online:

1. Always talk to your parent or teacher before going online.
2. Talk only to people you know.
3. Stick to places that are just right for you. If you see something scary, tell an adult right away.

4th-8th

Think about the difference between online friends and in-person friends. It's hard to know if someone is really who they say they are on the internet. Sometimes we pretend to be someone else (i.e. when we dress up for Halloween or act in a part play.) When you are online, it can be hard to tell if someone is telling the truth about how old they are, what grade they're in, or their real name. Even adults get misled by people online pretending to be someone they are not. This is why it is best to only talk to people online that you already know in person and always check with a parent or adult before playing a game or messaging someone you met online.

You already know that it isn't safe to give information like your full name or address to strangers in real life, the same rules are true online too. People online might seem really nice, but they're still strangers, and you shouldn't give them any personal information. If anyone does ask for that information, it's important to tell an adult right away.

The internet can also be unsafe for kids, because it provides another way for people to be mean or bully them. It is important to remember that if you are ever caught up in a dangerous, uncomfortable or mean conversation online, you can simply walk away or shut off your device. You should always talk with a teacher or parent if you see something online that makes you uncomfortable.

In today's world, some kids never get away from constant bullying because even after they come home from school it can continue online. Think about how that would feel. Not just getting picked on, but never getting a break from it. As always, we want to treat others with respect and kindness online. If you are old enough to be trusted to have a phone or other online device, you should be mature enough not to use them to cause harm to others.

FOR PARENTS: Cyber predators, fraud and bullying are amongst the greatest threats facing our children today.

Practical Tips for Reducing Screen Time

1. As a family, determine screen time rules that include the number of hours/day and a specific time for shutting off devices (i.e. all devices stored and charged from 7pm to 7am each day)
2. Turn off app notifications, as they encourage more frequent use.
3. Use a screen time app to monitor how much time you spend online.
4. Choose a screen free day/evening in your home each week. Make it a family game night or do something active together.
5. Change your WIFI password each week. Have your child earn the password by completing chores, homework, a physical activity, etc.
6. Make meal times and car rides device free times to promote conversation and relationship building.

Internet Safety Tips

1. Have a dedicated, central space for internet use (do not allow devices in the bedroom).
2. Use the internet with your child. Talk about how to identify legitimate content and the importance of not sharing personal info online. **Talk about the dangers of meeting someone you meet online via social media or gaming.**
3. Monitor your child's internet use. Read their text messages and direct messages within apps. Use apps that allow you track your child's whereabouts.
4. Instruct your child to come straight to you when he/she sees anything that makes them uncomfortable, and assure her that you won't overreact or immediately take away online privileges.
5. Use parent controls on your web browsers. Consider other software that can help keep your child safe and help you monitor online activity.

For More:

- parenting.com/article/keeping-your-child-safe-on-the-internet
- kidshealth.org/en/parents/net-safety.html
- webwise.ie/parents/advice-top-10-tips-for-parents



Our school uses Securly, an online safety software that keeps our students safe from harm online while supporting them as they learn and grow. From ensuring time spent online is on-task to keeping an eye out, at all hours, for signs of distress, Securly supports student wellness from all angles when they are on their school issued device.

School Safety Topic

Lockdown

CLASSROOM DISCUSSION POINTS

- St. Francis Xavier School is a safe place. What things make our school safe? *Teachers & staff, playground rules & supervisors, locked doors, tornado siren, building is brick/mortar, everybody knows each other, we respect each other & each other's belongings.*
- As a student of St. Francis Xavier it is your job to listen to your teachers & follow the rules that are meant to keep you safe.
- If you see something that doesn't look right or makes you feel scared or uncomfortable, tell an adult that you trust. Who is an adult you trust at St. Francis Xavier? *Teachers, Mrs. Klein, Coaches, etc.*
- Our school is a safe place & it isn't likely that something bad will happen here, but it is good to be prepared & have a plan, which is why we practice drills, talk about the rules & always treat each other with kindness.
- One day this month we are going to have a drill to practice what to do when something inside the school makes it necessary for us to hide or run to a safe place. Your job as a student will be to listen to the teachers or other adults, because they will tell you what to do in order to keep you safe. When we hear Mrs. Klein announce the drill that day, what should you do? *Be quiet, listen to directions from the teacher/ other adult, line up and move quickly but do not run/push/etc.*
- In order to keep us safe, it may be necessary to hide quietly, lock the door, shut the blinds or move furniture in front of the door. We will practice these things during the drill.
- During the drill, I will decide if it is best for our class to stay in our classroom or leave our room and go to the fellowship hall (one of our safe places). When you hear the drill, line up quickly and quietly and listen for my direction.

FOR PARENTS: How will lockdown drills be conducted at school?

- All drills will be announced (fire, lock down, tornado, etc.).
- All students line up (for recess, all drills, etc.) along a wall, out of direct sight from the classroom door.
- All drills (fire, tornado, lock down) begin with students lining up & teachers making a judgment call as to their next course of action. (Even in the event of a fire, teachers quickly look for signs of a fire before evacuating students out of the building.)
- In a lock down drill, students will line up & teachers make the determination to either:
 1. **RUN** & go to a determined reunification spot (Fellowship Hall, Glacier Creek MS or any other safe place)
 2. **HIDE** by locking the door, pulling the shades & barricading the door. Students will stay quiet, out of sight & away from the door (some rooms have closets that students will hide in). Older students will play an active role in securing the classroom (pulling shades, barricading doors, etc.)

We will **never** practice the **FIGHT** option of our plan with students. We will not use sound effects or props that may make the drill too realistic or scary for students. Local police officers may be present during drills and will test door handles during the drill.

Teachers will have age appropriate conversations with students before & after drills occur.

Parents will be notified in advance of all lock down drills & have the option of removing their child from school on drill days.

