



WINOOSKI SCHOOLS
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RELATED BOARD POLICY: F3 FIRE AND EMERGENCY PREPAREDNESS DRILLS

WSD PROCEDURE F3-P1

APPROVAL DATE: 4/1/2024

Superintendent Signature

Revision Date:

ALL-HAZARDS EMERGENCY OPERATIONS PLAN

District Procedure:

The Winooski School District must adopt and maintain an all-hazards emergency operations plan. This template to create this plan is here: [Link](#). Once completed, the plan will be publicly accessible on the district's website.

School Procedure:

In accordance with Policy F3, each school in the Winooski School District must:

- (1) Develop an in-school Public Safety Committee, consisting of members from various departments: including but not limited to, administration, security staff, and mental health professionals.
- (2) Conduct a comprehensive risk assessment annually to identify potential hazards and threats specific to the school site, such as natural disasters, electrical emergencies, and human-caused threats.
- (3) The Public Safety Committee, with representation from all WSD schools, must develop strategies to prevent and mitigate possible hazards from occurring.
- (4) Create procedures in accordance with Vermont guidelines in response to different emergencies, especially those that are identified as highest risk by the Public Safety Committee and include those procedures in the all-hazards emergency operations plan.
- (5) Conduct annual reviews of procedures to ensure their efficacy.

- (6) The Public Safety Committee must undergo annual training sessions and relay information to staff to guarantee school readiness.

OPTIONS-BASED DRILLS: RUN, HIDE, FIGHT

Biannual Drill Procedure:

The Winooski School District will conduct options-based response drills in the fall and spring of each academic year. The purpose of these biannual drills is to practice the effectiveness of procedures and ensure a coordinated and effective response in the event of a real emergency. Everyone at the school site within the building must participate in these drills. The run-hide-fight protocol, as described below, is used when there is an active shooter/violent intruder threat on campus.

Run-Hide-Fight Protocol:

- Run: If you can do so safely, evacuate the area. Leave your belongings behind, keep your hands visible, and call 911 when you are in a safe location.
- Hide: If running is not possible, find a place to hide. Lock or barricade doors, turn off lights, and silence your phones.
- Fight: As a last resort, take action and act with physical aggression against the threat.

First Options-Based Drill:

During the first of the scheduled biannual drills conducted at individual school sites, students will practice the “Run” protocol. The goal of this scheduled drill is to prepare for a scenario in which the best course of action is to escape from the threat. The procedure for the “Run” protocol is as follows:

1. Once the drill is announced, faculty in the building will instruct students to exit the building or follow a safe passage in a quick and orderly fashion. If within reach, staff should bring their cell phone with them.
2. Students will leave their belongings behind and hands will be visible at all times.
3. In an actual event, students and staff should seek safety as far away as possible. However, for the purposes of these biannual drills, no one should leave school property beyond the school fields or parking lot.
4. Students and staff who exited the building alone should join their group outside once safe.
5. Teachers will take attendance and notify a supervisor or incident advisor immediately if unable to account for a student.

6. Once an official announcement is made that the drill is completed, students and staff may return to the building.

Second Options-Based Drill:

During the second round of the scheduled biannual drills, students will practice the “Hide” protocol. The goal of this scheduled drill is to prepare for a situation in which it is unsafe to leave the classroom due to a violent threat in the building. The procedure for the “Hide” protocol is as follows:

1. Once the drill is announced, faculty will instruct students to find a safe spot within the classroom to hide and remain quiet.
2. Faculty in the classroom will turn off the lights, lock all doors, and cover windows to obstruct the view from the outside. In an actual scenario, block the entrance with objects, such as desks, chairs, and bookshelves to make it more difficult for the intruder to enter.
3. All electronic devices should be placed on silent mode.
4. Stay hidden with the door shut until **both** the superintendent and a police officer lift the drill.

Additional Information:

During the first and second option-based drills, staff should be mindful of their tone, deliver age-appropriate instructions to students, and offer emotional support to children who may be struggling during the procedures, as these drills are sensitive in nature. If needed, teachers may contact the school office to seek additional help from other trained professionals. An administrator must notify parents no later than 24 hours before an options-based drill is conducted at the school site.