

South Carolina Intruder Drill Protocol



S-709 Form #2018.1.3

A cooperative partnership between the South Carolina Department of Education, South Carolina Schools, and SLED, making South Carolina students safer.

Introduction

Do one drill planning and evaluation document for EACH intruder drill or exercise you complete at EACH school.

The school resource officer (SRO) and the school principal are the primary parties that are responsible for completing this document. You must use this particular form for proper and accepted documentation of your drill and exercise activity. Failure to use this form will result in your drill or exercise not being recognized as completed drill activity.

WHAT IF MY SCHOOL DOESN'T HAVE A PRIMARY SRO? You MUST partner with local law enforcement at a minimum. If local law enforcement cannot/does not assist, SLED and the SLED Active Shooter Training Unit MUST/WILL be the responsible agency for implementation. That includes the drill and associated paperwork. The activities associated with these processes may be assigned to a SLED designee at the direction of the SLED Active Shooter Training Program.

This is a collaborative effort for all parties concerned. While school resource officers and administrative staff will not be assessing the drill itself, all parties involved will be included in the after action documentation. Opinions of all should be solicited and included as part of the evaluation process for every drill.

If you cancel or reschedule your drill activity, you must complete this form to document the reason for the incomplete exercise iteration. This form must be kept on file with documented completed drills.

You are required to utilize this form in order to receive credit for your training activities. You may use other forms to document your activities, but do not submit a similar form from your agency in lieu of this form.

Please write legibly within each box. If you need more space for an explanation, please attach an extra page to this document, referencing the section and question.

Step 1: Pre-drill Planning

School Name:	Windsor Hill Arts Infused Elementary
School District:	Dorchester District Two
Proposed Date of Drill:	9/30/20
Drill Organizers:	Robert Neuner, Officer Felkel, & Jennifer Bates
Reason for Scheduled Drill:	Ensure Safety
Proposed Drill Start Time:	9:00AM
Lockdown or Lockout?	<input checked="" type="checkbox"/> Lockdown <input type="checkbox"/> Lockout
Planned Timeframe of Day:	Morning
Will you notify parents?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

If “no”, please explain in the space provided. If “yes”, please include a copy of the communication. Document all forms of parental communication that your school/district uses, such as social media, email, automated texts, calls, etc. Include copies or screenshots of all communication efforts that you use for the announcement.

An automated -mail and text were sent out to parents at the beginning of the drill.

Were there any issues with parental notification or problems with parents? If “yes” explain below. What was done to address the issue?

No

Notes/Information/Issues Leading Up to the Drill Date:

No issues

Please list the agencies participating in the drill activity.

North Charleston Police Department

Which law enforcement agency will be monitoring the drill activity?

North Charleston Police Department

Step 2: Drill Notification

Contact your local dispatch center's non-emergency line and provide them with the following:

- Your School Name
- Your School Address
- Contact Cell Phone Number
- Your School Phone Number
- Name of Person in Charge of the Drill
- Start Time of Drill Activity

Request that dispatch make an announcement on all channels, including fire, EMS, and law enforcement in that jurisdiction/area.

Upon drill completion, call the dispatch center to let them know the drill has been completed, and fill in the following.

Who called the dispatch center?

What time did they call?

Who did they speak with?

Were there any notes, information or issues with notifying dispatch?

Step 3: Initiating the Drill

Please attach a copy of the announcement made, including any last minute or unintentional changes.

How was the announcement made and who made it? Please list any notes or suggested improvements on the announcement process.

Exact Time of Drill Initiation:

What areas of the school were focused on during the drill?

What actions did the SRO take during the drill?

Three North Charleston Police Officers walked through the campus to check for proper lockdown procedures.

What actions did the school administration take during the drill?

After school officials demonstrated where they would lockdown school administrators also walked through the campus to check for proper lockdown procedures.

What actions did the school faculty take during the drill?

Windsor Hill school faculty followed lockdown procedures.

What actions did the school staff take during the drill?

Windsor Hill school staff followed lockdown procedures.

Were there any visitors on campus (parents, contractors, etc.)? Yes No

What did they do during the drill activity?

The courier had come on campus during the drill. They were not given access to the building until the drill was over.

What were they instructed to do, and who provided that guidance?

This happened after everyone was in place. They were not seen by anyone.

Were there any issues observed with the visitors?

NA

What will be done to address these issues?

NA

Step 4: Ending the Drill

Exact Time of End of Drill:

9:11AM

How was the drill ended?

Mr. Neuner made an announcement

Who ended the drill and what was said to end the drill?

Officers and administration visited all classes and offices and placed them on soft lockdown. After all classes were contacted an all call - principal stated the lockdown was over.

Were there any issues with drill end?

No

Do not forget to call the dispatch center back to alert them to the end of the drill.

Step 5: Improving Performance

Please be as specific and detailed with this section as possible. If you need more space, you can attach more paper to the end of the document.

Who at your school will be responsible for the performance improvements?

Mr. Neuner, Officer Felkel, and Mrs. Bates

Were any issues observed during the drill activity that could be improved through further training?

Doors in rooms B-11 and C-2 need to be adjusted/fixed. One office door was not locked by a secretary.

Did this drill expose any safety or security concerns not previously addressed by policy or procedure?

Work orders for two door have been submitted.

Did you observe anyone refusing to participate or not taking the drill seriously?

No

Did you find any open doors or unsecured areas during the exercise?

One office was not locked.

Were there personnel or students found in restrooms, or in the open, not providing for their safety?

Cantey IT

Was there anyone on campus who was unaware of the exercise?

No

Were any students or personnel placed in undue danger because of policy, procedures, or training? (Do not specifically name the personnel, rather focus on the situation: playground lockout, hall lockout, substitute training, etc.)

No

List three things you did well.

- 1) Some staff blocked doors
- 2) All classes were quiet
- 3) Lockdown was quickly put into action.

How will you improve drill behavior and performance? (Training, specific actions, deadlines, dates, times, and specific measures.)

Fix locks and make sure the secretary knows to lock the door.

Did previous improvement planning/implementation have any effect on this drill? (Include information such as completed training courses, subject matter expert consultations, administrative actions, facility improvements, etc.)

ABC - Active shooter training showed faculty and staff to block doors.

Instructions

- Please read over the ENTIRE document prior to implementation.
- ALL sections must be completed to receive appropriate credit for your drill.
- If you need more space for a detailed explanation, attach an extra sheet of paper. Please be sure to reference the step and question.
- Step 1 Instructions:
 - Pre-drill planning should be completed a MINIMUM of two (2) weeks prior to the proposed drill date.
 - The principal, SRO or local law enforcement agency, and appropriate district personnel must work together to complete this section.
 - Reasons for scheduled drill are as follows, choose either announced or unannounced:
 - Regularly Scheduled Drill - Announced or Unannounced
 - Extra Drill - Announced or Unannounced
 - Improvement Planning Drill - Announced or Unannounced
 - Makeup/Rescheduled Drill - Announced or Unannounced
 - Response to administrative concern to safety/security issue
 - Planned Timeframe references your school's specific schedule (third block, second period, etc.)
 - Notification of parents is NOT mandatory. If parents are notified, you must include the method and documentation.
- Step 2 Instructions:
 - You MUST inform local dispatch on the day of the drill.
- Step 3 Instructions:
 - When initiating the drill, you MUST make an announcement or notification to all individuals on school property that a drill is beginning.
 - Example: "This is a drill. This is a drill. This is a drill. To all faculty, staff, and students...we are now on lockdown. I repeat, we are now in a lockdown. All teachers and staff complete your assigned activities and initiate lockdown procedures."
 - Do not use code words to initiate the drill or to complete the drill.
- Step 4 Instructions:
 - The exact time for the beginning of the drill begins at the end of the drill announcement.
 - The school SRO and administration should respond to the drill appropriately. They should not be monitoring!
- Step 5 Instructions:
 - The exact time of the end of the drill is when the "end of drill announcement" ends.
 - Do not forget to call dispatch and let them know the drill is over!
- Step 6 Instructions
 - Please answer these questions in as much detail as possible. Attach more paper if you need more room.

Prior to turning in completed form, please remove and discard the "Introduction" and "Instruction" pages.

Before submitting the completed form to the Department of Education, forward to your designated district personnel.