

ODYSSEY



Charter School

DO NOT CROSS POLICE LINE DO NOT CROSS POLICE LINE

Active Shooter Parent Handbook

Executive Summary

The number one concern of Odyssey Charter School is the safety and welfare of the scholars, employees and families in our school community. During the past 10 years school violence has escalated and so has the need for emergency planning. These safety plans include the training of scholars, teachers and parents to make sure we safely return your scholar to the family during a time of crisis on campus. No scholar is considered "Safe" until they are in the control of the family and headed home. The goal of the security planning for our campus is to accomplish this goal "safely return the scholar to their family and get them moving toward their home". The manual is designed to inform parents of their responsibility during a Shooter on Campus or similar situation. Please read this manual and ask any questions you would like to the school administrator. Follow these directions and be prepared, be patient, be supportive of law enforcement and school officials, while we work through a most difficult situation.

Additional Information

Additional Text is available on the school website. Please find the index titled School Life / Families / Security. Here you will find two text books published by the Department of Homeland Security;

Protecting America's Schools – U.S. Secret Service Analysis of Targeted School Violence

Averting Targeted School Violence - U.S. Secret Service Analysis of Plots Against Schools

These text books review case studies, which have assisted us in developing our current safety protocols, and procedures. Research and directives from the National Threat Assessment Center (NTAC) direct our lock down procedures and campus safety plan. We invite you to read these text and become better acclimated to the issues in school security.

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School Lock-Down Procedure

Odyssey Charter School follows the recommendations of the Department of Homeland Security and the Federal Bureau of Investigation in its school lock down procedures. All teachers and school staff are trained in these procedures and a lock down drill exercise is practiced numerous times throughout the school year. Scholars in all grades are trained and practiced in these drills. Should any emergency occur on campus a "Lock-Down" is formally called and all scholars are secured behind locked doors. In the event of a real emergency the school administration will engage the 911 system and law enforcement will be called to campus.

Law Enforcement Takes Over

When law enforcement arrives on campus they will immediately take control of the school and surrounding property. Special Weapons and Tactical (SWAT) has keys to the school. They will eliminate the threat and begin the safe release of the scholars classroom by classroom. Teachers will remain with the scholars as they are moved to a bus for relocation and reunification. **Please do not come to the campus as anyone who is not a teacher or student will be treated as a possible threat.**

Relocation and Reunification

Scholars will be placed on a bus with their classmates and teacher as a group. The bus will go to a predetermined location for reallocation with the family. This location will be released to the parents when the scholars are safely off campus. Even after the campus is secured by law enforcement, the location cannot be considered safe. Moving the scholars to an alternate location is imperative for their safety. Reunification will occur in a safe and organized fashion at the reunification center.

Reunification of the Family and Scholar

Teachers will remain with their scholars until there is a hard handoff between the school and the family. All attempts will be made to establish carline like procedure to safely get your scholar to you in the safest way possible. The scholar is not considered "Safe" until they are in the family vehicle and moving toward their home. Please do not stay at the reunifications site and visit with others. **More quickly and safely toward your home as soon as possible.**

Parent Response to Shooter on Campus

How you respond to the crisis will greatly affect the amount of time it will take to get your scholar safely returned to you. Please follow the directions as listed on this page:

Who

Parent, legal guardian or family member listed on the pick information for carline. Only approved family and parents will be able to pick up a Scholar. **Please have your ID ready.**

Do

- Wait!! Listen for directions. You will be contacted via Text, Email and Robo-Call.
- Follow the directions given for the location of the reunification center. This information will not be released until the scholars are safely off campus. **Go to the reunification center**
- Go to the reunification location and follow the direction given by school staff. Remember the goal is to;
 - Get the scholar matched up with their family and get the family **moving safely toward home.**

Please do not remain at the reunification center after you have been reunited with your scholar. Please get **moving safely toward home** as fast as possible.

Do Not

Do **Not** Go to the school !!!

Do **Not** Call the school !!!

Do **Not** Call your scholar !!!

Any adult on campus who is not a teacher will be treated by law enforcement as a possible threat. This will endanger your well-being and the well-being of your scholar.

Please do not call the school. No one will be monitoring calls during an emergency. All staff is assigned specific duties during an emergency. You will receive a robo-call, a text and an email. You cannot receive the information if you are talking on the phone.

Go directly to the reunification center and sign-out your scholar. Immediately take them home.

