

CONTAINMENT PROCEDURES TEACHING STUDENTS THE CONTAINMENT PROTOCOL: MINI-LESSON

Objectives:

- Students will be able to describe what "containment" is and their responsibilities during a containment event.
- Students will have the opportunity to have their questions concerning containments heard and answered.
- Raise potential concerns that have not yet been addressed to assist in better anticipating issues during containment.

Direct Instruction (*approx. 10 minutes*):

1. Explain containment to students and the possible scenarios that would cause containment to be called over the intercom.
 - Containment is a protective action used to safeguard faculty, staff, and students when there is Boston Police activity near the school or a potentially dangerous situation near or in the school. It is sometimes also called a *lockdown* or *shelter-in-place*.
 - Examples include: 1) a nearby store is robbed and the police have started a search in the area for the suspect, 2) a person who is suspected of being dangerous is near the school, 3) a dangerous, violent, or suspicious person has entered the school.
 - If there is a containment, the Headmaster will announce the following, *"Attention faculty and students: we are now in containment. Remain in your classroom. If you are in the hallway, stairs, or lavatory, move into the nearest classroom. Do not leave the room until told to do so, even if an alarm sounds."*
2. Explain to students what they must do during containment. (The informational sheet from the professional development session regarding containment can be used as a guide, too.)
 - Stay in your classroom and be quiet so that your teacher can give you directions. If you are not in a classroom, move to the nearest classroom, stay there, and be quiet. If you are in the lunchroom, quiet down and listen to the directions through the intercom or from the faculty on duty.
 - In some situations, the teacher will instruct you to move away from the doors & windows, as much as is possible in that room. Meanwhile, s/he will quickly check the hall and lock the classroom door. Your teacher will also identify and report if anyone is missing, injured, or extra (students not usually in the class).
 - During containment no passes will be issued and no one is to enter or exit classrooms.
 - If the passing bell rings and the Headmaster have not said the containment is over, stay in your classrooms and wait for further instructions.
 - General guidelines are: *follow directions, stay out of hallways and bathrooms, do not use your cell phone, and wait for the official notification for the end of the containment.*
 - Students not following containment protocol or adult instructions are subject to disciplinary actions.

3. Open the class up for questions from students. Use the attached questions & answers for assistance. Any questions that you cannot answer or do not feel comfortable answering should be written down and submitted to the main office. Please include your name on the questions so that the office can get back to you with answers.

Guided Practice (*approx. 5 minutes*):

You may want to do a dry run of what students should do in your classroom. If so, the following is one model of how to do it:

1. Let's practice what you would do if there is a critical situation and we hear the containment announcement."
2. Direct students to move to the most appropriate corner of your classroom.
3. Step into the hall and look down the hallway (but do not direct students to come into your classroom if they are not your students) then lock and close the door.
4. Inform students that during a containment event, they would stay in this position until they are given instructions to move.
5. Inform students that it would be important to remain quiet so that they can hear directions.
6. After students have settled and are quiet, conclude the simulation by directing students to return to their seats.

Closure (*approx. 2 minutes*):

- 1 If any questions remain, write them down and submit them to the office with your name on it.
- 2 Inform students that there will be a drill, but they will not be informed as to exactly when.

For more information about this circular, contact:

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Carol R. Johnson, Superintendent

Containment Protocol Info Sheet for Teachers
(sometimes also called lockdown or Shelter-in-place)

What is "containment"?

Containment is a protective action used to safeguard faculty, staff, and students when there is Boston Police activity near the school or a potentially dangerous situation near or in the school. (Adapted from BPS "Classroom Emergency Procedures")

How will I know when we are in a containment procedure?

The headmaster or other designee will announce the following via intercom:

"Attention faculty and students: we are now in containment. Remain in your classroom. If you are in the hallway, stairs, or lavatory, move into the nearest classroom. Do not leave the room until told to do so, even if an alarm sounds. "

What should faculty and staff do upon notification of containment?

1. Check the hallways for people nearby & bring them into the classroom.
2. Check adjacent classrooms through interior doors for unsupervised students
3. Lock or secure the classroom door & close the windows.
4. Move students away from windows and doors. Stay in your current location.
5. Take attendance. Verify the missing, the injured, and the extra people in your room. Write the names on a sheet of paper & wait for someone to contact you for that list **(may be by intercom or in person)**.
6. Stay with your students in the classroom until further instructions.
7. Only use the intercom to notify the office of emergencies or special needs.
8. Containment ends only when headmaster or designee announces it via intercom or door to door.

What else will be happening on campus?

1. Administration will lock exterior doors.
2. Designated teachers will check and lock bathrooms.
3. Administration will notify the police, guidance, library, auditorium, cafeteria, parent center, school nurse, health center, custodial staff : via phone or in person.
4. Administration will notify families during containment via Connect-Ed.
5. Administration or the police will monitor cameras.
6. Administration or police will do a room-by-room sweep of the entire school. They will engage any person not in a classroom.
7. Administration will send a Connect-Ed notice to all families within a short time after the all clear.

What general guidelines should be followed during containment?

1. Stay out of hallways.
2. Stay out of bathrooms.
3. Restrict student cell phone use.
4. Only an announcement ends the containment; silence over the intercom does not end the containment.

In what ways will the **drill** be different than a **real** containment?

Drill	Real
Administrators in the hallways. Parents, faculty and staff are sometimes warned of the event. Relatively short duration. No media, clear phone lines.	Hallways will be clear. No warning. Unknown duration. Media, busy phone lines.

What should we do after the containment?

1. Do not release the students. Wait for instructions via intercom or in person.