

Dear Parents/Guardians,

School safety is always a top priority here at Carrithers and we are doing everything in our power to ensure that our building is always secure. We are consistently analyzing and revising our safety plans to make certain that we are prepared for any emergency situation that may occur. We are always looking for ways to improve our plan to ensure our school building is as safe as possible. Part of that process includes implementing new safety protocols to guarantee we are doing everything within our power to keep our school safe. In light of the recent events involving school violence across the country, we have conducted a security review of our building and have made some changes to our procedures. These changes are designed to ensure the safety of everyone within the school and the overall security of our building.

Every visitor to Carrithers should be prepared to take the following steps before they are admitted into the school:

- 1.) Ring the buzzer at the front of the school building.
- 2.) State their purpose for visiting and whom they are here to see.
- 3.) Produce a state issued ID prior to being granted a visitor pass.

Also, we have implemented a new safety protocol called **ALICE** that will be utilized if there is ever a hostile intruder in the building. Our entire staff has received training on the ALICE protocol and they are ready to implement the plan if an unsafe situation were to occur. The acronym Alice stands for:

ALERT – Initial alert could be a PA Announcement, loud disturbance, gunshot, etc. Alert those around you first and notify a teacher or trusted adult when it is safe to do so.

LOCKDOWN – If evacuation is not a safe option, barricade any entry points. Prepare to evacuate or counter if needed.

INFORM – Communicate real time information on the intruder's location and description to the office. This way information can be shared with others.

COUNTER – As a LAST resort, distract the shooter's ability to shoot accurately. Move toward exits while making noise, throwing objects, etc.

EVACUATE – Run from danger when safe to do so, using non-traditional exits if necessary.

Teachers will discuss what to do and where to go during an unsafe situation with their students throughout the school year. We will also conduct a variety of safety drills, so we are prepared for any emergency situation that may occur. We want you to be aware of our plan and understand that keeping your student safe is a top priority here at Carrithers. Thank you for your cooperation and feel free to contact us with any questions.