

Script for Pre-K to 6th Grade Educators

Pre-K – 6th Grades

This is a basic outline for all staff members to follow, so that student's schools-wide are taught in a similar fashion. This will ensure that students have a similar knowledge base in the future.

Directions: Below is a suggested script to assist you in teaching your students about the RVI concepts and drills. The trainings for these strategies should be conducted professionally and as with all matters of safety, must be taken seriously and never considered a joking matter. Please conduct this training in an age appropriate manner as you would conduct any other drill (Fire or Severe Weather).

Part I: Introductory Script

(Scripts and [video](#) may prompt discussion that will vary by classroom and age group.)

Teacher: Today we are going to talk about safety. What are some of the things that we do at school to stay safe? *Student examples could be: Visitor sign in, practicing drills, keeping doors locked, stranger danger*

Teacher: What are some type of drills we do at school to help keep us safe?

Student examples could be: _____

Teacher: Today we are going to practice another way that we are going to be able to stay safe in the school if we have an intruder (bad person) in the building OR on school grounds.

Teacher: What do we do if a stranger or intruder wants to come into our school? *Allow students to respond. Remember, you should never open a door at school to let someone in the building. This can be hard because we we want to be nice and helpful, but in school, ALL people who come into the building should go through the main office doors and check in at the office.*

Teacher: Remember an intruder is someone who is on school grounds or in the school who does not have permission to be there. How do we know if someone does not belong in our building? *Student examples could be someone who does not have on a visitors badge or someone who is walking around the building without someone we know.*

Teacher: What do you do if you see someone who is stranger that does not have a visitor's badge?

Student examples could be report it to an adult.

REMEMBER: Keep the conversation AGE APPROPRIATE. Reassure students that school is a safe place and we practice so we can be prepared for an emergency just like Fire, Tornado etc.

Part II: RVI Student Training

Teacher: Today we are going to talk about a new way to help make our school safe. This safety strategy is called **Run, Hide, Fight**. You will hear students and staff talking about this, but RVI is not a person, it is a way of describing the steps to stay safe.

Run

Teacher: If possible, our first strategy is going to be to run.

Teacher: What is the goal of running from an intruder? *Students may respond they they are getting to safety, getting away from the intruder, etc.*

Teacher: Remember, during these drills, it is important that you are quiet and listen to me for instructions (help). Make sure to leave all your belongings here.

Teacher: Discuss escape routes with students verbally.

- If they are in the hallway when a lockdown starts?
- If they are in the bathroom?
- At recess?
- At lunch?
- Discuss where the exits are located
- Discuss other student concerns.

School-wide Drill/Simulation: Varies Per Building

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Hide

Teacher: Sometimes we will do a lockdown drill to keep someone **OUT** of our school or classroom. Remember it is important that you are quiet and listen to me. We will wait for more information and I will tell you what to do. *(Student discussion, if necessary)*

Teacher: In the case of a lockdown when there is an intruder, either I or another adult will tell us that there is an intruder and to Lockdown.

1. We will go to our identified safe place in the classroom (turn off lights, magnets)
2. Remember we stay away from windows and doors
3. You will all follow my instructions, remain calm, and quiet

Have further discussion if necessary if you need to review these items.

Teacher: There are a couple of different directions that I might give depending on the situation. It is important that you **LISTEN** to what I say. I may say that we need to barricade or run. It will depend on what I tell you to do.

- If during a lockdown I tell you that we are going to barricade the door, I need you to follow my directions to stay safe. This is **NOT** a time to run around to act silly, even though it may seem like what we are doing is silly. It is to keep us safe.
 - What are something things we could use to barricade the door?
- If during a lockdown I tell you we need to evacuate, you will be quiet and follow my directions. We might do out the door, or we might have to go out another way, such as through a window. Again, this might sound funny, but you **MUST** remain calm and listen to my directions. *Student discussion, if necessary.*

TEACHER: At this time discuss what this means, you may practice what evacuating or barricading might look like. Remember – this is where you decision-making in the situation plays out. **YOU ARE IN CHARGE.**

School-wide Drill/Simulation: Varies Per Building

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Fight (Grades 5-6 only)

Teacher: As a last resort, if your life is at risk, you might have to fight the intruder.

- **Act with physical aggression.**
- **Improve weapons. Discuss possible items with students.**
- **Aim for face/head.**
- **Distract intruder.**
- **Run to a safe place.**

TEACHER: At this time discuss what this means, you may practice what fighting might look like.

Remember – this is where you decision-making in the situation plays out.

YOU ARE IN CHARGE.

School-wide Drill/Simulation: Varies Per Building

REMEMBER: Keep the conversation AGE APPROPRIATE. Reassure students that school is a safe place and we practice so we can be prepared for an emergency just like Fire, Tornado etc.

Part III: Post-Training Communication

Post-Drill Message to Parents:

“Parents this is a message from Dr. Mrs. or Mr. at _____ School. Today our school conducted an emergency drill as part of our effort to keep students and staff safe and prepared. If this had been a real emergency requiring reunification of students and parents the reunification process on or off campus would require the following: 1. Students will only be released to parents or individuals listed on a student’s emergency card. 2. Parents or individuals listed on the student’s emergency card that are not recognized by school staff will be required to show picture identification. 3. After proper identification, parents or individuals listed on the student’s emergency card will be required to sign out their student(s). 4. Next destination of student(s) will be requested in case the other parent and/or guardian arrives later to sign out the student(s).”

Post-Drill Message to Parents (Spanish):

Estimados Padres y Madres, Esto es un mensaje de la escuela _____. Hoy fue dirigido un entrenamiento de emergencia como parte de nuestros esfuerzos para promover la seguridad de nuestros alumnos y empleados. Si esto hubiera sido una emergencia real el procedimiento de reunificación entre alumnos y sus familias en la escuela o en otro sitio alternativo requiere lo siguiente: 1. Alumnos solamente serán liberados a personas indicadas en su tarjeta de emergencia. 2. Individuos que no son reconocidos por empleados de la escuela necesitan mostrar identificación fotográfica. 3. Se requiere la firma de la persona recogiendo el alumno. 4. Se les va a pedir su próximo destino en caso de que otra persona venga a recoger el alumno y no se pueda comunicar con la primera persona. Muchas Gracias

REMEMBER: Keep the conversation AGE APPROPRIATE. Reassure students that school is a safe place and we practice so we can be prepared for an emergency just like Fire, Tornado etc.