

Travis Preschool Active Intruder/Shooter Plan-, May 29, 2022 by Pam Reigle, advice from Officer Shernai Lopez and Officer Derek Lopez following a walk-thru to develop these procedures

In the case of an active shooter being in our church buildings, there are too many scenarios to address specifically. The location of the shooter helps us make last minute decisions. We will attempt to initiate the best option of those listed below should a situation arise.

1. Someone outside of the building shooting into the building makes us look for places with no exposed outside windows, which are interior classrooms.
2. If a shooter is in the church building but not in our area, we would make a decision to evacuate the building or go to a secure area on the north side of our building (Resource Room).
3. If a shooter enters the preschool area, move towards a secure area with hopes of exiting the building, assuming there is only one shooter (Resource Room has outside exit door).

Our goal here is to have a few options in order to reduce the risk of injury to preschoolers as much as possible.

The Front Desk area can quickly be secured to block entry to our classroom area. Preschool Minister's office gets locked by push-button and safety latch. The door from the desk to the east hallway is locked and should be shut, and the magnet removed from the threshold in order to block entry. Stay clear of the door sensors in the hallways that unlock the magnetic locks and allows people to freely enter from the Preschool Lobby. Anyone serving at the front desk would go to protect our children once the front area is secure.

The safest places to relocate children are as follows:

***The Resource Room is our most secure room if a threatening person is inside any of our buildings. The Resource Room holds the most children in a secure area when the magnetic doors are closed. That is the general place for all to flee to in the event of an active shooter outside of the CMC. There is also an exit door that could be used at the proper time, most likely when police are on the scene to evacuate children from the building. If the Mercy Clinic is open, we would gather there. If it is not open, we would gather behind that clinic out of range of any shooters, or continue to walk far away from the church campus.**

For evacuating to the Resource Room:

The Resource Room can be locked by fully closing the doors, as it requires a key card for entry. You will see a chalkboard above the door which must be used to cover the door sensor. If you do not cover the door sensor, the door will open if it senses any motion. **The Resource Room Kitchen is the safest room on our floor.** Babies and toddlers would be placed in the Safety Evacuation Cribs and wheeled to the Resource Room Kitchen. The door will be locked when you close it. You may barricade the door with a refrigerator or bookcase if there is space to do so.

The **Resource Room** puzzle row, between the shelves that is closest to entry door is our next safest place. Again, the Resource Room must be shut to activate the magnetic locks, and the sensor must be covered. The first row of large shelves provides almost no visibility through the windows. If children lay low in any row in the Resource Room, they are mostly safe. Just note where windows are blocked by shelves and seek the safest spots.

The **Resource Room Laundry Room** can hold many children between the windows, staying low.

Checklist once all people are in the Resource Room:

1. Make sure the double doors to the Resource Room are clicked to close (you may need to pull on the door-stop to get it completely closed.)
2. Cover the door sensor that is above the door, using the chalkboard that is hanging near it.
3. Turn off the main lights.
4. Move the nearby bookshelf to block the center of the door.
5. In case the sensor cover isn't 100% effective, avoid movement near the door as it is motion activated.
6. Move as many kids into the kitchen as possible and block that door with a shelf or refrigerator.
7. Move other kids to the center of the Laundry Room, under the tables. Close the door, turn off the light, close and block the door.
8. Use the rows between bookshelves in the main Resource Room for the rest of the children, starting with the row nearest the interior entry door.

If a threat/shooter is in our CMC hallways and you cannot leave your room:

1. Gather the children into the classroom bathroom and ask them to quietly sit down to avoid being seen or heard. Turn off that light. Cover the motion sensor to keep the light from coming on.
2. Close your classroom door, turn off the light, and push tables and other furniture to the door, as a barricade or deterrent.
3. Join the class in the bathroom if possible, stay low, and lock that door.
4. Try to cover the window to the bathroom door with construction paper or paper towels. If everyone does not fit in the bathroom, keep remaining children under a table in a corner that is the least visible from the hallway door/windows. You may prop up another table next to the table under which children are hiding to make a fort.
5. The small Mechanical Room across the hall from the Stockyards Play Room is small but has no windows. A class from that hallway could hide there. Lock the door with the push button. Turn off the light.
6. The stairwell is the last resort for hiding. While it has no lower windows, it is locked from the stairwell, meaning you cannot re-enter the Preschool area from the stairwell, but someone could enter the stairwell from the Preschool area. Most likely if you end up in the stairwell, you would exit through the playground, continuing to the safest know spot, which possibly is the back side of the Mercy Clinic, or inside the Mercy Clinic if the door is open. You may also go upstairs to the Children's Resource Room that has a dead bolt to lock from the inside.

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Children's Resource Room is the safest place for all Children to gather regardless of the situation. There is a deadbolt from inside the room that you would use to lock the door. The closet in the Hangar should be locked with all students inside.

If you are unable to get to the Children's Resource Room, follow instructions for Preschool classes and try to stay out of the line of sight of anyone in the hallways.