

EMERGENCY RESPONSE PROCEDURES



Remain Calm

IN ALL EMERGENCIES: Listen for Instructions

Provide Direction to Students

Shelter-In-Place

Used to shelter students and staff inside the building.

1. Listen for instructions about the situation and your actions.
2. Students in hallways should return to assigned classroom, if possible.
3. Classroom teachers, take attendance.
4. All other staff assist students, as needed.
5. Move away from windows, if situation warrants.
6. If instructed, move out of classroom to designated safe area. Stay together at all times.
7. Take Attendance.
8. Listen for updates.

Hold-In-Place

Used to limit movement of students and staff while dealing with short term emergencies.

1. Listen for instructions about the situation and your actions.
2. Students in hallways should return to assigned classroom, if possible.
3. Classroom teachers, take attendance.
4. All other staff assist students, as needed.
5. Listen for updates.

Evacuate

Used to evacuate students and staff from the building.

1. Listen for instructions about the situation and your actions.
2. Lead students to designated assembly or announced assembly area. Use secondary route, if necessary.
3. Bring attendance list and class roster.
4. Close the classroom door after exiting.
5. Take attendance when safe to do so.
6. If evacuating off site, take attendance before moving from and upon arrival at off site location.
7. Listen for Updates.

Lockout

Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school.

1. Listen for instructions regarding the situation and your actions.
2. Lock all exterior windows.
3. Leave blinds/lights as they are.
4. Take Attendance.
5. Classroom instruction continues as normal.
6. All outdoor activities are cancelled.
7. Listen for updates.

Lockdown

Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school.

1. When you hear lockdown announced, you should move quickly to execute the following actions. If safe, gather students from hallways and common areas near your classroom.
2. Lock your door. Barricade if necessary.
3. Move students to a safe area in the classroom out of site of the door.
4. Leave windows, blinds/lights as they are.
5. Keep everyone quiet, silence cell phones.
6. Take attendance, if possible.
7. Do not communicate through door or answer room phone.
8. Do not respond to P.A. announcements or fire alarm.
9. Stay hidden until physically released by law enforcement personnel.
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