

Emergency Response Guide

The response to any emergency generally falls into one of the following basic options, and one of them may be announced. However, you are empowered to make decisions and modify your response based on what is occurring in your area at the time. Your main responsibility is the safety of your students and yourself.



LOCKDOWN

A threat is inside the building or on the campus. Locks, lights, out of sight.

1. Gather students and go to nearest classroom or secure location and take cover.
2. Classroom door should be locked, lights off, and blinds closed. Stay out of sight.
3. Disperse students throughout the room away from the door. Do not cluster together if possible.
4. Stay silent. Stay off cell phones so the network is not overloaded.
5. Do not open the door for anyone. Ignore the fire alarm unless an announcement is made.
6. If you are in a location that cannot be secured and with no place to hide, evacuate the building.
7. If outside when a lockdown occurs, leave the area and go to a safe location and notify the authorities.
8. If no other options exist, be prepared to run, distract, or defend with any object available.
9. Emergency personnel will announce themselves and unlock doors when the lockdown has been lifted.



EXTERNAL LOCKOUT

A threat is near the campus and requires police or fire response.

1. Move all students and staff inside and lock all exterior doors and windows.
2. Classes and other activities occur as normal inside. Recess and outdoor activities are suspended.
3. No visitors are allowed on campus or inside buildings.
4. Increase situational awareness. Report unusual activity to the office.



HOLD

An incident requires hallways or a specific area to be clear of students and unnecessary staff.

1. If in the area of the incident, move students away from the area and into a classroom or other space.
2. Students in classrooms stay in those rooms and class may continue as normal.
3. At passing time, ignore bells and remain in place. All scheduled movement in the building is paused.
4. Outdoor activities may continue if the incident is inside the building.
5. Remain in place until "all clear" announcement or otherwise directed.



EVACUATE

Initiated when conditions are safer outside the building.

1. Follow designated exit routes unless blocked by a hazard. Know alternate routes from your area.
2. Take cell phone and class roster. Close classroom door when leaving.
3. Have students take coats on cold-weather days.
4. Proceed to designated assembly area — at least 100 feet from building.
5. Take attendance and report any missing, extra, or injured students.
6. Remain in place until "all clear" announcement or otherwise directed.



SHELTER

Weather or a hazardous incident requires taking shelter in designated areas in the building.

1. Proceed to designated shelter area. Leave personal items behind. Close classroom door when leaving.
2. Take attendance and report any missing, extra, or injured students.
3. Instruct students to sit or kneel on floor, tucked into a ball with hands on head or neck, facing the wall.
4. Remain in shelter location until "all clear" announcement or otherwise directed.