

Lock Down

Signal: Lock Down

Definition: Lock Down is used when the campus needs to be secured immediately.

- 1) Clear students from the hallway
- 2) Lock doors (classroom and exterior) turn off lights.
- 3) Move to a location where you/students cannot be seen through the windows.
- 4) Remain completely silent
- 5) Do not open the doors for any reason.
- 6) Await instructions over the intercom or for someone with a key to come to you.
- 7) Do not use cell phones at this time

Shelter in Place

Signal: Shelter in Place

Definition: Shelter in Place is used in weather related situations.

- 1) Clear students from the hallway
- 2) Move to a location within the room/building that would be safe from a roof collapse and flying glass.
- 3) Remain quite
- 4) Take cover – if you are given instructions to take cover prepare by getting
- 5) Keep students in place until you receive further instructions.

Building Evacuation

Signal: Fire Alarm/Directions over intercom

Definition: Fire or gas leak or other danger in which the building needs to be vacated immediately.

- 1) Take purse/crash kit
- 2) Take Emergency Crisis Plan
- 3) Lock Classroom door (why?)
- 4) Vacate to building to the designated site
- 5) Check roll
- 6) Check for injuries await
- 7) Report missing and injured students to an administrator or an assistant.
- 8) Maintain order
- 9) Keep student in place until you receive further instructions

Site Evacuation

Signal: Directions over the intercom

Definition: Fire or gas leak or other danger in which the building needs to be vacated immediately.

- 1) Take purse/crash kit
- 2) Take Emergency Crisis Plan
- 3) Lock Classroom door
- 4) Vacate to building the area between the Jr High science lab and computer lab
- 5) Check roll
- 6) Check for injuries await
- 7) Report missing and injured students to an administrator or an assistant.
- 8) Maintain order
- 9) Load busses
 - 1st bus PK/K/1
 - 2nd bus 2/3/4
 - 3rd bus Middle School
 - 4th bus Junior High
 - 5th bus 9th/10th
 - 6th bus 11th/12th