

Emergency Response Procedures

SHELTER IN PLACE (Examples: Drug dogs, medical emergency, flood)

- Remain in current location
- Clear halls/restrooms – Go to nearest occupied room
- Close doors and keep your doors the same as normal, (ie locked or unlocked)
- Ignore bells
- Building access will be controlled at designated entry point(s) on an individual basis
- Record attendance and notify office of any extra or missing students
- Continue activity, no one exits room until SHELTER IN PLACE is cleared by Main Office
- Listen for specific information regarding emergency

LOCKOUT (Example: outside threat to students and staff)

- Terminate all outside activities and return to building
- Lock all exterior doors and windows
- Building access will be controlled at designated entry point(s) on an individual basis
- Continue activities inside the building, including change of classes
- Listen for specific information regarding emergency
- DO NOT EVACUATE building if fire alarm sounds unless signs of fire are observed

LOCKDOWN (Imminent threat to life and safety)

- Stop all activities, be silent, and listen for directions
- Remain in current location
- Clear halls/restrooms – Go to nearest occupied room
- Tend to any injuries as well as possible
- Lock doors
- Ignore bells
- Seat students out of view of door/window
- DO NOT cover window - Leave window blinds and lights as they are
- Record attendance
- DO NOT use classroom phones or cell phones (unless health/safety issue)
- DO NOT communicate through locked door
- DO NOT evacuate building if fire alarm sounds unless signs of fire are observed
- DO NOT respond to PA announcements
- ★ LOCKDOWN WILL END ONLY WHEN YOU ARE PHYSICALLY RELEASED FROM YOUR ROOM BY EMERGENCY RESPONDERS OR ADMINISTRATORS

EVACUATION (Examples: Fire drill/alarm, gas leak)

- Listen for EVACUATION announcement (by PA or fire alarm)
- Stop all activities, be silent, and listen for directions
- Record attendance and notify office of any extra or missing students
- Exit in an orderly fashion to designated or nearest clear exit and assembly areas
- Listen for further directions at EVACUATION site
- Parents will be contacted and given directions by administration. No students should leave.