SECURE THE SCHOOL

- Continue normal activity: keep teaching.
- All students and staff remain in their respective buildings unless otherwise directed. There is no entering or exiting the buildings!
- Close and lock windows.
- Close blinds or curtains.
- Classroom and hallway doors will remain closed.
- Await further instruction before transitioning to the next class. Stay in classroom or designated area. Urgent restroom or medical passes allowed.
- External doors remain locked! Administration posted at doors.

Remember: RUN/HIDE/FIGHT

LOCKDOWN

- Go to closest safe space.
- Close and lock all doors and windows.
- Students and staff remain away from doors and windows.
- Turn off lights and shut curtains or blinds on doors and windows.
- Communicate a shooter’s location to 911 via text or voice (Text preferred).
- Passing students – If locked out report to designated location. (Will be announced).
- Busses arriving during lockdown will go to the designated location and await instructions.
- The outside signal to signify danger is a flashing blue light.
- Remain in lockdown until Law Enforcement comes to the door to release you from that area. Ask for police ID.
- If a staff member determines that an appropriate escape route is needed under the circumstances, follow that direction.

Remember: RUN/HIDE/FIGHT
EVACUATE THE BUILDING
- Evacuations will be done by use of the fire alarm or through verbal commands.
- Follow normal exit routes as posted in your classroom to your fire drill locations unless otherwise directed.
- Make sure to stay clear of roadways and parking lots so emergency vehicles can gain access.
- Take attendance and report any missing students to attendance monitors.
- Commands will be given if the decision is made to relocate.
- If relocation is necessary, a staff member will direct you where to relocate.

Remember: RUN/HIDE/FIGHT

EMERGENCY DISMISSAL
- Busses for sending students as usual, if safe to do so.
- Students with vehicles: Be prepared, always Carry your keys: Depart as usual.
- Busses to CPSC for students requiring rides.
- Staff support students with dismissal, direct them based on their circumstances then leave the building.

Remember:

- RUN
- HIDE
- FIGHT