

# Schools Against Violence in Education SAVE

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- Lockout
- Lockdown
- Evacuate
- Shelter
- Hold in Place



# SAVE

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- Each Action is followed by a directive
- Lockout ( Secure the Perimeter)
- Lockdown ( Lock Lights Out of Sight)
- Evacuate ( Specific Location)
- Shelter ( Safety Strategy for a Hazard)
- Public Address ( Event, Action, Directive)

# Lockout

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- Why
- Dangerous event near the school
- Criminal Activity
- Civil Unrest
- Danger (Animal on grounds )

## **ACTION** Faculty and staff

- Get students and staff into the building (PA announcement)
- Secure the perimeter, no one in or out of the building
- Lock all outside doors and windows
- Account for students (Take attendance report any missing students to the main office) Business as usual

# Lockdown

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## Why

- Dangerous situation inside the school building
- Unsettled individual
- Intruder

## Faculty and Staff Action

- Announcement Lockdown Lock  
Lights out of sight
- Visually check hallway for students before securing your classroom, if any are seen bring them into the classroom
- Keep students out of sight and quiet
- Do not open the door for anyone

# Lockdown

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## Search and Secure

- Law Enforcement and First Responders
- Respond, search, secure and if necessary subdue any threat
- Will clear classrooms and the building
- Announce when safety to resume normal activities

# Evacuate

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## Why

- Building hazard
- Dangerous condition, adjacent school property
- Directed by a higher authority

## Faculty and Staff Actions

- Listen for directions (PA or Messenger) Evacuation locations
- Direct students to leave their property behind
- Students and Teachers bring personal phones

# Evacuate

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## Law Enforcement or First Responders

Faculty, Staff and Student listen and follow their instructions

Keep hand visible

## Teachers and Staff

- Take grade book or class attendance roster
- Bring a cell phone
- Accountability take attendance at the evacuation location
- Report attendance to the on scene command post (location provided)

# Shelter

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## Why

- Hazard, Safety Strategy
- Tornado
- Earthquake
- HAZMAT

## Faculty Staff Action

- Listen for instructions
- Shelter location will be announced
- Teachers (Take Attendance)



# Hold In Classroom

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## Why

- Safety
- Medical emergency
- Need for hallways to remain clear

## Faculty and Staff Action

- Listen for Instructions (PA Messenger)
- Close and Lock classroom doors
- Students are to remain in the classroom until all clear is announced

# SAVE

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## Reviewed Procedures For

- Lockout
- Lockdown
- Evacuate
- Shelter
- Hold In Place

## Faculty and Staff

- In depth information and details are in the District and Build Emergency Response Plan

