

Lockdown

Threat of violence inside the school building.

Announcement: AN EMERGENCY SITUATION EXISTS, GO TO LOCKDOWN IMMEDIATELY.

1. Clear the hallway by your room. Move everyone into classroom/office.
2. Lock your doors, turn off lights. Cover window in doorway, if necessary.
3. Move students and staff away from doors and windows.
4. Have all persons sit down against an interior wall and remain quiet.
5. DO NOT respond to anyone at the door.
6. Ignore all bells and alarms unless otherwise instructed.

Students/adults outside the building: Move students/adults to the designated off-campus evacuation site and wait for further instructions.

Exterior Lockdown

Exterior threat in the general vicinity of school building.

Announcement: A SECURITY SITUATION EXISTS IN THE COMMUNITY, SECURE ALL EXTERIOR DOORS IMMEDIATELY.

1. Close and lock windows. Close window shades.
2. Maintain normal interior classroom activities unless otherwise directed.
3. All exterior classroom activity, recess, PE, etc., are cancelled.
4. Students are not allowed to leave the building or to travel between buildings.
5. Account for all students/adults. Communicate names of any missing or additional students/adults to administration.
6. All staff not supervising students should go to the office for assignments to monitor entrances.

Clear the Halls

A need to clear hallways and confine students and staff to their rooms.

Announcement: CLEAR ALL HALLWAYS IMMEDIATELY. PLEASE GO TO THE NEAREST ROOM AND STAY THERE UNTIL FURTHER NOTICE.

1. Staff should gather any students/adults from hallway into their room.
2. Keep all students in the classroom, close doors, and continue working/teaching.
3. Teachers and students not in classrooms (gym, lunchroom, media center, etc.) should seek the closest available classroom or other available room.
4. Stay out of hallways and commons areas.
5. Account for all students/adults. Communicate names of any missing or additional students/adults to administration.
6. Ignore all bells and alarms unless otherwise instructed.
7. All staff not supervising students should contact the office for directions.

Evacuation

Emergency inside building requiring all students and staff to exit building.

Announcement: EVACUATE THE BUILDING, GO TO YOUR DESIGNATED EXTERIOR ASSEMBLY AREA.

1. Evacuate the building using designated routes and report to the designated assembly area.
2. If time permits, close your door and turn off lights.
3. If the exit route is blocked, follow an alternate exit route.
4. In inclement weather, if time permits, allow students to get their coats if it is along the evacuation route.
5. Bring class roster, phone lists, and classroom Go Kit materials.
6. Take attendance, noting any students in other activities. Display GREEN status card to indicate all students are accounted for or use RED status card to indicate someone is missing or injured.
7. Do not release students to parents. All students should be released according to the reunification plan.

Shelter-In-Place

Emergency outside requiring students and staff to stay in building.

Announcement: IMPLEMENT SHELTER-IN-PLACE PROCEDURES, MOVE TO THE DESIGNATED SHELTER LOCATIONS. ALL STAFF AND STUDENTS OUTSIDE IMMEDIATELY MOVE TO THE DESIGNATED INTERIOR SHELTER AREA.

1. Move students into designated shelter locations, or follow any specific sheltering instructions.
2. Close classroom doors and windows when leaving. Take class roster and phone lists.
3. Gather any students/adults from the hallway to the closest designated shelter location.
4. If outside, move to the nearest interior shelter location.
5. Move from mobile classrooms to designated shelter locations in a permanent structure.
6. Account for all students/adults. Communicate names of any missing or additional students/adults to administration.
7. Ignore all bells and alarms unless otherwise instructed.
8. All persons remain in shelter until notified by administration or emergency responders.