



# EMERGENCY RESPONSE

## SHELTER-IN-PLACE



*Used to shelter students and staff inside the building*

- LISTEN FOR AND FOLLOW ALL INSTRUCTIONS
- Return to assigned classroom, if possible
- Take attendance
- Staff assist students, as needed
- Listen for updates including **"ALL CLEAR"** announcement

## HOLD-IN-PLACE



*Used to limit movement of students and staff while dealing with short term emergencies*

- LISTEN FOR AND FOLLOW ALL INSTRUCTIONS
- Return to assigned classroom, if possible
- Take attendance
- Staff assist students, as needed
- Listen for updates including **"ALL CLEAR"** announcement

## EVACUATE



*Used to evacuate students and staff from the building*

- When necessary, **ANYONE** can pull the fire alarm/call 911
- If fire alarm sounds, follow posted route to designated assembly area outside building
- LISTEN FOR AND FOLLOW ALL INSTRUCTIONS
- Bring attendance list and class roster
- Close the classroom door after exiting
- Take attendance in assembly area
- If evacuating off site, take attendance before moving from and upon arrival at off site location
- Listen for updates including **"ALL CLEAR"** announcement

## LOCKOUT



*Used to secure school buildings when there is a concern outside the school*

- LISTEN FOR AND FOLLOW ALL INSTRUCTIONS
- Lock all exterior windows
- Take Attendance
- Classroom instruction & hallway movement continues as normal
- All outdoor activities are terminated
- Listen for updates including **"ALL CLEAR"** announcement

## LOCKDOWN



*Used to secure school buildings when there is an immediate threat of violence in or around the school*

- **ANYONE CAN CALL A LOCKDOWN**
- When you hear, **"LOCKDOWN, LOCKDOWN, LOCKDOWN"** :
- If safe, quickly gather students from hallways and common areas nearby
- Lock door; barricade if necessary
- Move students to a safe area in the room out of sight
- Leave windows, blinds/lights as they are
- Keep everyone quiet; silence phones
- Take attendance, if possible
- Do not communicate through door or answer room phone
- Do not respond to PA announcements or fire alarm unless you SEE or SMELL smoke or fire
- **STAY HIDDEN UNTIL PHYSICALLY RELEASED BY LAW ENFORCEMENT PERSONNEL**



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