**NEWARK CENTRAL SCHOOL DISTRICT**

**EMERGENCY RESPONSE**

**ALL DRILLS WILL BE ANNOUNCED AS DRILLS AND ADVANCED NOTICE WILL BE GIVEN**

<table>
<thead>
<tr>
<th><strong>SHELTER-IN-PLACE</strong></th>
<th><strong>SECURE SPACE</strong></th>
<th><strong>EVAQUE</strong></th>
<th><strong>LOCK OUT</strong></th>
<th><strong>LOCK DOWN</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Used to shelter students and staff inside the building</td>
<td><strong>HOLD-IN-PLACE</strong></td>
<td>Used to evacuate students and staff from the building.</td>
<td>Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school</td>
<td>Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school</td>
</tr>
</tbody>
</table>

- When you hear “Prepare to shelter in place in the following location *TBD)*” stop what you are doing immediately
- Refer to your Red Folder and listen for updates
- Students in hallways should return to assigned classroom, if possible
- Classroom teachers, take attendance
- Move away from windows, if situation warrants
- If instructed, move out of classroom to designated safe area. Stay together at all times
- Take Attendance
- Always listen for updates

- When you hear “Prepare for secure space” you stop what you are doing immediately and retreat behind a locked door
- Refer to your Red Folder and listen for updates
- Students in hallways should return to assigned classroom, if possible
- Classroom teachers, take attendance
- Proceed with instruction as usual until further direction
- Always listen for updates

- When you hear “Prepare for an emergency evacuation of the building:”
- Refer to your Red Folder and listen for updates
- Lead students to designated assembly or announced assembly area
- Bring attendance list and class roster
- Close and lock the classroom door after exiting
- Take attendance when safe to do so
- If evacuating off site, take attendance before moving from and upon arrival at off-site location
- Always listen for updates

- When you hear “we are entering a lockout, we are entering a lockout, we are entering a lockout” move quickly to execute the following actions
- Refer to your Red Folder
- While locking your door, gather students from hallways and common areas near your classroom
- Barricade door if necessary
- Move students to a safe area in the classroom out of sight of the door
- Leave windows, blinds/lights as they are
- Keep everyone quiet, silence cell phones
- Take attendance, if possible.
- Do not communicate through door, open door or answer room phone
- Do not respond to P.A. announcements or fire alarm
- Stay hidden until physically released by law enforcement
# EMERGENCY RESPONSE

**ALL DRILLS WILL BE ANNOUNCED AS DRILLS AND ADVANCED NOTICE WILL BE GIVEN**

<table>
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<tr>
<th>FIRE ALARM</th>
<th>MISSNG STUDENT</th>
<th>STATE OF ALERT</th>
<th>UNIDENTIFIED PERSON</th>
<th>AED LOCATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Used to exit when the fire alarm is heard in a building</td>
<td>Used to report a missing student during the school day</td>
<td>Used when a potential may exist for an unusual situation and all parties should have heightened awareness to react as needed</td>
<td>Used to identify a person in the building without a visible ID</td>
<td><strong>High School</strong>&lt;br&gt;1) Main Foyer&lt;br&gt;2) Library Foyer&lt;br&gt;3) Near LGI&lt;br&gt;&lt;br&gt;<strong>Concession Stand</strong>&lt;br&gt;Athletic Field- HS&lt;br&gt;&lt;br&gt;<strong>Middle School</strong>&lt;br&gt;Foyer&lt;br&gt;&lt;br&gt;<strong>Kelley School</strong>&lt;br&gt;Room #150- Nurse’s Office&lt;br&gt;&lt;br&gt;<strong>Lincoln School</strong>&lt;br&gt;1) Near gymnasium&lt;br&gt;2) Nurse’s Office&lt;br&gt;&lt;br&gt;<strong>Perkins School</strong>&lt;br&gt;Near gymnasium&lt;br&gt;&lt;br&gt;<strong>Concession Stand</strong>&lt;br&gt;Near gymnasium</td>
</tr>
</tbody>
</table>

- Unless in lock down, stop what you are doing immediately and close windows.
- Refer to your Red Folder and classroom sign-out sheet
- Leave the room and close the door
- Close the door behind you
- Once outside, take attendance and raise your red folder to signal your attendance is complete.
- Standby for further instructions
- Do not return to building until announced over the PA system

- Upon hearing the PA announcement; “Pardon the interruption, at this time we are asking all staff members to quickly check your e-mail for a recent communication.” Check email and proceed accordingly
- Take attendance
- Classroom instruction continues as usual
- Exit and entry through front monitored door
- Check and lock all external doors
- Be on the lookout for unusual behavior both inside and out
- All outdoor activities are terminated.
- If outside, re-enter building immediately
- Always listen for updates

- Escort the person to the greeter’s desk so that greeter staff can clear the individual per our protocol

**UNIDENTIFIED PACKAGE**

Used when an unknown package is identified at a building

- Do not touch the package
- Contact the Main Office with a description and location of the package

**STATE OF ALERT**

Used when a potential may exist for an unusual situation and all parties should have heightened awareness to react as needed

- Take attendance
- Classroom instruction continues as usual
- Exit and entry through front monitored door
- Check and lock all external doors
- Be on the lookout for unusual behavior both inside and out
- All outdoor activities are terminated.
- If outside, re-enter building immediately
- Always listen for updates