

EMERGENCY RESPONSE

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

SHELTER-IN-PLACE

Used to shelter students and staff inside the building

- 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

SECURE SPACE HOLD-IN-PLACE

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

- 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

EVACUATE

Used to evacuate students and staff from the building.

- 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

LOCK OUT

Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school

- When you hear **“we are entering a lockout, we are entering a lockout, we are entering a lockout”**
- Refer to your Red Folder and listen for updates
- Lock all exterior windows
- Leave blinds/lights as they are
- Take Attendance.
- Classroom instruction continues as usual
- All outdoor activities are terminated
- If outside, re-enter building immediately
- Always listen for updates

LOCK DOWN

Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school

- When you hear **“Lock down, lock down, lock down,”** 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

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FIRE ALARM

Used to exit when the fire alarm is heard in a building

- 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

MISSING STUDENT

Used to report a missing student during the school day

- 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

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

UNIDENTIFIED PERSON

Used to identify a person in the building without a visible ID

- 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

AED LOCATIONS

High School

- 1) Main Foyer
- 2) Library Foyer
- 3) Near LGI

Concession Stand

Athletic Field- HS

Middle School

Foyer

Kelley School

Room #150- Nurse's Office

Lincoln School

- 1) Near gymnasium
- 2) Nurse's Office

Perkins School

Near gymnasium

Concession Stand

Near gymnasium