

Shelter-In-Place

(i.e. weather related emergencies)

Used to shelter students and staff inside the building.

1. **LISTEN** for instructions about the situation and your actions.
2. If instructed to stay in your current location, you may continue normal activities.
3. It is not necessary to lock doors, close blinds or turn off lights. May use telephones.
4. If instructed, move out of classroom to designated safe area. Stay together at all times. Take attendance again once at designated assembly area.
5. Students in hallways should return to assigned classroom, if possible.
6. Classroom teachers, take attendance.
7. All other staff assist students, as needed.
8. Move away from windows, if situation warrants.
9. **Listen** for updates.

Hold-In-Place

(i.e. medical emergency)

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

1. **LISTEN** for instructions about the situation and your actions.
2. Students in hallways should return to assigned classroom, if possible.
3. It is not necessary to lock doors, close blinds or turn off lights. May use telephones.
4. Classroom instruction continues as normal.
5. Classroom teachers, take attendance.
6. All other staff assist students, as needed.
7. **Listen** for updates.

Evacuate

(i.e. fire or other internal emergency)

Used to evacuate students and staff from the building.

1. **LISTEN** for instructions about the situation and your actions.
2. Lead students to designated assembly or announced assembly area. Use secondary route, if necessary.
3. Bring attendance list and class roster, emergency packet, keys and other personal items needed.
4. Close the classroom door after exiting, close windows if time.
5. Take attendance when safe to do so. Once outside, hold up color coded signs that designate the following:
Green: Everyone is accounted for
Red: Need assistance/missing a student
6. On site, take attendance before moving from and upon arrival at off site location.
7. **Listen** for updates.

Lockout

(i.e. danger outside, close to school)

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

1. **LISTEN** for instructions regarding the situation and your actions.
2. Lock all exterior windows.
3. Leave blinds/lights as they are.
4. Take Attendance.
5. After initial instructions listen for updates.
6. Classroom instruction continues as normal.
7. All outdoor activities are terminated. Return indoors.
8. **Listen** for updates.

Lockdown

(i.e. intruder in school)

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

1. When you hear lockdown announced, you should move quickly to execute the following actions.
2. If safe, gather students from hallways and common areas near your classroom.
3. Lock your door. Barricade if necessary.
4. Move students to a safe area in the classroom out of site of the door.
5. Leave windows (cover windows only if there is no other way to not be seen in your room and only if safe to do so), blinds/lights as they are.
6. Keep everyone quiet, silence cell phones.
7. Take attendance, if possible.
8. Do not communicate through door or answer room phone.
9. If outside, do not go back into the school. Should find a place to hide or shelter.
10. Do not respond to P.A. announcements or fire alarm, unless signs of fire.
11. Stay hidden until physically released by law enforcement personnel.