

# EMERGENCY Response

Insert Legal School Name

Insert 911 Address

<u>Shelter-In-Place</u>	<u>Hold-In-Place</u>	<u>Evacuate</u>	<u>Lockout</u>	<u>Lockdown</u>
<p>Used to shelter students and staff inside the building.</p> <ul style="list-style-type: none"> <li>• Listen for instructions about the situation and your actions.</li> <li>• Students in hallways should return to assigned classroom, if possible.</li> <li>• Classroom teachers, take attendance.</li> <li>• All other staff assist students, as needed.</li> <li>• Move away from windows, if situation warrants.</li> <li>• If instructed, move out of classroom to designated safe area. Stay together at all times.</li> <li>• Take Attendance.</li> <li>• Listen for updates.</li> </ul>	<p>Used to limit movement of students and staff while dealing with short term emergencies.</p> <ul style="list-style-type: none"> <li>• Listen for instructions about the situation and your actions.</li> <li>• Students in hallways should return to assigned classroom, if possible.</li> <li>• Classroom teachers, take attendance.</li> <li>• All other staff assist students, as needed.</li> <li>• Listen for updates.</li> </ul>	<p>Used to evacuate students and staff from the building.</p> <ul style="list-style-type: none"> <li>• Listen for instructions about the situation and your actions.</li> <li>• Lead students to designated assembly or announced assembly area. Use secondary route, if necessary.</li> <li>• Bring attendance list and class roster.</li> <li>• Close the classroom door after exiting.</li> <li>• Take attendance when safe to do so.</li> <li>• If evacuating off site, take attendance before moving from and upon arrival at off site location.</li> <li>• Listen for Updates.</li> </ul>	<p>Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school.</p> <ul style="list-style-type: none"> <li>• Listen for instructions regarding the situation and your actions.</li> <li>• Lock all exterior windows.</li> <li>• Leave blinds/lights as they are.</li> <li>• Take Attendance.</li> <li>• After initial instructions listen for updates.</li> <li>• Classroom instruction continues as normal.</li> <li>• All outdoor activities are terminated.</li> <li>• Listen for updates.</li> </ul>	<p>Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school.</p> <ul style="list-style-type: none"> <li>• When you hear lockdown announced, you should move quickly to execute the following actions.</li> <li>• If safe, gather students from hallways and common areas near your classroom.</li> <li>• Lock your door. Barricade if necessary.</li> <li>• Move students to a safe area in the classroom out of sight of the door.</li> <li>• Leave windows, blinds/lights as they are.</li> <li>• Keep everyone quiet, silence cell phones.</li> <li>• Take attendance, if possible.</li> <li>• Do not communicate through door or answer room phone.</li> <li>• Do not respond to P.A. announcements or fire alarm.</li> <li>• Stay hidden until physically released by law enforcement personnel.</li> </ul>

