



EMERGENCY RESPONSE ACTIONS

EVACUATION & REVERSE EVACUATION

LEAVE THE BUILDING OR AREA

EVACUATION – Implemented to move building occupants away from a threatening situation (e.g., fire, bomb threat).

- All building occupants will evacuate to the designated evacuation assembly point.
- Teachers will take class rosters, cell phone and keys; attendance should be taken at assembly point. Team member in charge of accountability should be notified of any missing/injured students.
- Enact evacuation plans for special needs occupants.
- If primary evacuation route is blocked, use alternate exit route.
- Remain at the designated assembly location until directed by the principal/designee and "All Clear" has been announced.

REVERSE EVACUATION – Implemented to move occupants into the building when a threat exists on the exterior of the school and it is safer to be inside (e.g., lightning, human threat).

- School occupants located outside should re-enter the school and report to the appropriate assembly or sheltering area.
- Secure all exterior doors.
- Take attendance and notify the team member in charge of accountability of any missing/injured students.
- Stay away from all doors and windows.
- Remain at the designated assembly location until directed by the principal/designee and "All Clear" has been announced.

LOCKOUT & LOCKDOWN

SEEKING REFUGE AS RESULT OF AN ACT OF VIOLENCE

LOCKOUT – Implemented when there is an exterior human threat (e.g., criminal situation occurring near the school).

- Remain calm and stay with your students.
- If appropriate, move students who are outdoors into the building (reverse evacuate).
- Lock all interior and exterior doors and windows.
- Close all doors, windows, blinds, and curtains.
- Class and other inside activities may continue as normal.
- No one will be allowed to enter or exit the building.
- Lockout is to remain in effect until cancelled by the principal/designee or law enforcement and an "All Clear" is announced.

LOCKDOWN – Implemented when there is a human threat inside the building (e.g., armed intruder).

- Remain calm and get to a secure area with students.
- Immediately close and lock all interior and exterior doors.
- Close all windows, blinds and curtains, and turn off lights.
- No one will be allowed to enter or exit the building.
- If there are life threatening injuries in the room, place **RED** cards (with classroom numbers on them) under the door and in the exterior window.
- Everyone will sit on the floor, away from windows and remain quiet.
- Lockdown to remain in effect until cancelled by the principal/designee or law enforcement and an "All Clear" is announced.

SHELTER-IN-PLACE & REUNIFICATION

STAY IN A SAFE LOCATION FOR A PERIOD OF TIME

SHELTER-IN-PLACE – Implemented to protect occupants from natural and/or man-made environmental hazards (e.g., tornado, chemical/biological release).

- Immediately move to your designated shelter-in-place location or other safe location as identified by principal/designee.
- Close all windows. Turn off heating and air systems, if necessary and possible.
- Cancel all outside activities. Reverse evacuate, if necessary and appropriate.
- Take attendance and notify the team member in charge of accountability of any missing/injured students.
- Stay away from all doors and windows.
- Do not leave the shelter area unless directed by the principal/designee or first responder or "All Clear" has been announced.

REUNIFICATION is the process of reuniting students with their parents/guardians or other emergency contact.

- Teachers are to stay with their class until the principal/designee requests assistance elsewhere or the class is completely reunited.
- Parent/guardian will check in at the parent check in area.
- Parent will request student(s) to be released and show identification.
- Staff will check ID, verify authorization for release, and mark class roster with name of person student released to.
- Parent will proceed to reunification area.
- Runner will bring student(s) to reunification area.
- Staff at reunification area will check ID again and document child's release on roster.



FIRE

Activate fire alarm.
 Notify Principal/Designee.
 Follow EVACUATION PROCEDURES.
 Take attendance roster and close room door.
 Evacuate to designated assembly location.
 Take roll and report missing students to person in charge of accountability.
 Reoccupy building when "All Clear" is announced.

FIRE EXTINGUISHER USE: P - A - S - S

P - Pull the pin. This allows the extinguisher to be discharged.
A - Aim at the base of the fire. This allows you to hit the fuel.
S - Squeeze the top of the handle. This depresses the button that releases the extinguishing agent.
S - Sweep from side to side until the fire is completely out.

BOMB THREAT

Notify Principal/Designee and Law/Enforcement immediately.
 Remain calm and attempt to keep person talking.
 Complete a Bomb Threat Checklist. (See Employee Portal.)
 Remain in building unless directed to evacuate by Principal/Designee.
 Direct students/staff to turn off cell phones and electronic devices.
 Take attendance and account for all students.staff.

HOSTILE PERSON

Notify Principal/Designee and Law Enforcement immediately.
 Stay calm and use a low tone voice.
 Don't argue or be defensive.
 Be respectful and empathize.
 Do not turn your back and keep your hands by your sides.
 If necessary, implement the appropriate emergency procedures (refer to lockdown or evacuation) to ensure that students are not exposed to danger.

MEDICAL EMERGENCY

Evaluate the scene and secure the area.
 Direct unaffected persons to a safe and secure area.
 If scene is safe, proceed to victim(s) and assess injury.
 Do not expose self to any bodily fluids without appropriate personal protective equipment.
 Advise Principal/Designee ASAP of location, situation and approximate number of persons affected.
 Principal/Designee will contact 911.
 Wait with injured/sick person(s) until medical help arrives.
 Await further instruction from Principal/Designee.

WEAPON OBSERVED

Notify Principal/Designee and Law Enforcement immediately.
 Ensure student and staff safety by moving everyone away from the threat to a safe location.
 If necessary, implement the appropriate emergency procedures (refer to lockdown or evacuation) to ensure that students are not exposed to danger.

SUICIDE THREAT

If a student expresses suicidal thoughts, via verbal or written means:
 Notify Principal/Designee, Law Enforcement, and Counselor immediately.
 If safe, escort student from the area.
 Stay with the person until help arrives.
 Listen, observe, and be supportive.
 If there is a weapon involved, initiate lockdown or evacuation procedures.

SCHOOL CRITICAL INCIDENT RESPONSE & RECOVERY TEAM (SCIRRT)

SCIRRT provides a systematic response that guides school mental health professionals and other personnel in the event of a crisis.
 Serves as a resource for schools and offers information regarding the development of crisis plans, effective interventions and resource information about grief, suicide, and traumatic events.
For more information on SCIRRT, contact Student Services.

SEVERE WEATHER

LIGHTNING
 If you hear thunder, you are close enough to be struck by lightning and should take immediate shelter.
 All outside activities must be relocated indoors.
TORNADO WATCH – Issued by the National Weather Service when conditions are favorable for a tornado.

TORNADO WARNING

A tornado has been sighted or has been indicated by National Weather Service Doppler radar and might be headed your way. *IF A WARNING IS ISSUED* :

- Immediately move to your sheltering areas and take cover as far away from any windows as possible.
- All building occupants are to assume the "Duck and Cover" position.
- Everyone will remain in the "Duck and Cover" position until the "All Clear" is announced.