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**Teachers**

Updated / /20



**EMERGENCY CONTACTS**

**Crisis Management Team**

Individual	Phone #	Cell #	Pager #

**Medical Emergency Response Team**

Individual	Phone #	Cell #	Pager #

**Media Guidelines**

All media requests should be referred to superintendent or district Public Information Officer.

**EMERGENCY CONTACT**

**EMERGENCY CONTACTS**

# EVACUATION

If the evacuation is a result of a threat of violence or if there is a smell of gas, **DO NOT** use radios, cell phones, fire alarms, turn lights on or off. The principal or designee will make the following Evacuation announcement:

“YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE AN EVACUATION OF THE BUILDING. TEACHERS ARE TO TAKE THEIR STUDENTS TO THEIR DESIGNATED ASSEMBLY AREA. TEACHERS TAKE YOUR CLASS ROSTER AND TAKE A HEADCOUNT AT THE ASSEMBLY AREA.”

THREAT
Threat of violence
Hostage situation
Internal
Gas leak
Fire/explosion

- Instruct students to evacuate the building, using designated routes, and report to their assigned assembly area.
- If time permits, close your door, turn off your lights.
- If the exit route is blocked, follow an alternate exit route.
- NOTE: In inclement weather, consideration should be made for students to get their outside apparel prior to evacuating the building.
- Bring your class lists, phone lists, and classroom Go Kit materials.
- Take attendance, noting any students in other activities or services such as band, orchestra, choir, etc. that are missing. Display GREEN status card to indicate all students are accounted for or use RED status card to indicate someone is missing or injured. Report any missing students or staff to the Incident Commander or appropriate staff members.
- Remain at the assembly area until further instructions are given.
- Do not release students to parents or allow to leave on their own. Students will be released according to the reunification plan. If this is absolutely impossible, note on roster any students who are released to parents or otherwise leave.

### Students/Staff with Disabilities

- Students/staff who cannot descend stairs unassisted should go directly to the appropriate evacuation staging area as designated on the building floor plans.
- Designated staff should report to the appropriate evacuation staging areas to coordinate evacuation activities.
- At no time during a scheduled or unscheduled evacuation should disabled students/staff be left unattended.
- Students/staff who are mentally, visually or hearing impaired should be assisted by the designated aide or teacher in evacuating the building.

EVACUATION

# EVACUATION

## LOCKDOWN (Internal Threat)

When there is a threat of violence inside the school building or serious incident that could jeopardize the safety of students/staff, the principal or designee will make the following announcement:

"YOUR ATTENTION, PLEASE. WE ARE EXPERIENCING AN EMERGENCY SITUATION AND NEED TO LOCKDOWN THE SCHOOL IMMEDIATELY. STUDENTS AND STAFF ARE TO GO TO THE NEAREST CLASSROOM OR OFFICE. TEACHERS LOCK YOUR DOORS AND KEEP STUDENTS INSIDE UNTIL FURTHER NOTICE. IGNORE ALL ALARMS AND BELLS UNLESS ADVISED OTHERWISE."

### THREAT

Intruder inside building

Weapon in building or on school grounds

Student or adult with disruptive or assaultive behavior

Hostage situation

Shots fired

**Note: Evacuation should be considered for individuals in locations where secure lockdowns are not possible or when escaping the potential threat makes more sense than locking down.**

- Clear the hallway by your room, moving everyone into the classroom if possible.
- Teachers and students not in classrooms (gym, auditorium, lunchroom, bathrooms, study halls, etc.) should seek the closest available shelter area.
- Lock your doors, turn off your lights, and cover any windows to the hallways.
- Move students and staff away from the doors and windows.
- Have all persons sit down against an interior wall and remain quiet.
- DO NOT respond to anyone at the door. Emergency responders or building administrator will unlock door as needed.
- If a life threatening situation exists inside your classroom, exit immediately to a place of safety.
- Ignore all bells and alarms unless otherwise instructed.
- Take attendance and be prepared to notify administration of missing students or additional students, staff or guests sheltered in your classroom.
- Stay in Lockdown until emergency personnel/crisis response team members personally release your room.
- Upon release, follow the direction of emergency personnel/crisis response instructions.

**When students/adults are outside the building:**

- If outside, teachers will move students to the designated off-campus assembly area or evacuation site and wait for further instructions.
- If students/adults remain outside, find cover as a group or lie down on the ground.

LOCKDOWN (Internal Threat)

LOCKDOWN (Internal Threat)

# EXTERIOR LOCKDOWN

When there is a potential threat outdoors in the general vicinity of school buildings or in the community at large, the principal or designee will make the following announcement:

“YOUR ATTENTION, PLEASE. WE HAVE BEEN ADVISED OF A SECURITY SITUATION IN THE COMMUNITY AND NEED TO SECURE THE SCHOOL. PLEASE SECURE ALL EXTERIOR DOORS IMMEDIATELY. TEACHERS SHOULD CONTINUE NORMAL CLASSROOM ACTIVITIES, BUT NO ONE WILL BE ALLOWED OUTDOORS.”

**THREAT**  
Unauthorized individual outside building.  
Disturbance on school grounds.  
Community threat:  
Bank robbery  
Escaped prisoner

- Close and lock windows. Close window shades.
- Maintain normal interior classroom activities unless otherwise directed.
- All exterior classroom activity, recess, PE, etc., will be cancelled or moved inside.
- Students are not allowed to leave the building or to travel between buildings.
- Account for all students/adults. Communicate names of any missing students/adults to administration.
- All staff not supervising students should go to the office for assignments to monitor entrances.
- Stay in Exterior Lockdown until administration announces the resolution of the situation. Students will not be released at the end of the day until the Exterior Lockdown incident has been resolved.

EXTERIOR LOCKDOWN

# EXTERIOR LOCKDOWN

# CLEAR THE HALLS

When there is a need to clear hallways and confine students and staff to their rooms, the principal or designee will make the following announcement:

“YOUR ATTENTION, PLEASE. WE NEED TO CLEAR ALL HALLWAYS IMMEDIATELY. PLEASE GO TO THE NEAREST ROOM AND STAY THERE UNTIL FURTHER NOTICE. DISREGARD ALL ALARMS AND BELLS”

<b>THREAT</b> Medical emergency Animal loose in the school Student or adult with disruptive or assaultive behavior Drug or weapons search
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- Staff should gather any students/adults from the hallway into their room.
- Keep all students in the classroom, close doors, and continue working/teaching. Do not leave room.
- Teachers and students not in classrooms should seek the closest available classroom or other available room.
- Stay out of hallways and commons areas.
- Account for all students/adults. Communicate names of any missing students/adults to administration.
- Bells designating period changes will be shut off or disregarded.
- All staff not supervising students should contact the office for directions.
- Stay in “Clear the Halls” mode until administration signals the resolution of the situation. Students will not be released at the end of the day until the Clear the Halls situation has been resolved.

CLEAR THE HALLS

# CLEAR THE HALLS

# REVERSE EVACUATION

When conditions are safer inside the building than outside, the principal or designee will make the following announcement:

“YOUR ATTENTION PLEASE. WE NEED TO INSTITUTE A REVERSE EVACUATION. WE HAVE A SECURITY SITUATION OUTSIDE THE BUILDING AND NEED EVERYONE TO RETURN TO THE BUILDING IMMEDIATELY. EVERYONE INSIDE THE BUILDING SHOULD REMAIN INSIDE UNTIL FURTHER NOTICE”

THREAT
Exterior Gunman
Hazardous Material Spill
Disturbance on school grounds
Community threat: Bank robbery Escaped prisoner

- Immediately move back to classrooms or safe areas using the closest entry. All exterior classroom activity, recess, PE, etc. will be cancelled.
- If movement into the building would present a danger to those individuals outside, teachers and staff outside will notify the principal and relocate to the designated assembly area or off-campus assembly site.
- Teachers will take attendance and account for all students. Report any missing students to administration.
- No students or staff will be allowed outside the building.
- Close and lock all exterior doors and windows. Assigned staff should monitor building entrances until the incident is resolved and an announcement is made.
- All staff not supervising students should go to the office for assignments to monitor entrances.
- Stay in **Reverse Evacuation / Exterior Lockdown** until emergency personnel or Crisis Response Team members signal the resolution of the situation. Students will not be released at the end of the day until the Exterior Lockdown has been resolved.

# REVERSE EVACUATION

# REVERSE EVACUATION

# OFF-CAMPUS EVACUATION

When circumstances require off-site evacuation of students and staff to a remote site, the principal or designee will order an Off-Campus Evacuation at a pre-designated relocation site with the following announcement:

“YOUR ATTENTION PLEASE. FOR SAFETY REASONS, WE ARE EVACUATING OFF SITE TO  
LOCATED AT  
WE WILL BE IMPLEMENTING THE FAMILY REUNIFICATION PLAN FROM THAT LOCATION.”

<b>THREAT</b>
Threat of violence
Hazardous Material Spill
Utility Outage

- Take your class roster, phone lists and emergency Go Kit as you exit to the designated assembly area or off-campus evacuation site.
- After evacuating, take roll and account for all students. Report any missing students to school administration. Hold up the RED status card to indicate you have missing or injured students. Use the GREEN status card if everything is ok.
- Maintain control of your class. After receiving the alert for OFF CAMPUS EVACUATION, guide students to the designated evacuation staging area or depart to the relocation site.
- Ensure special needs students and staff are assisted. Request help if needed.
- Follow the instructions of the Family Reunification site commander when you arrive. You may be asked to assist in staffing the site.

OFF-CAMPUS EVACUATION

## Family Reunification

**Purpose:** *The Family Reunification Protocol is used to ensure a safe and secure means of accounting for students and reuniting parents/guardians with their children following a school evacuation.*

- Provide a list of students to the reunification site staff upon arrival. Note any missing students.
- Ensure special needs students and staff are assisted. Request help if needed.
- Follow the instructions of the Family Reunification Center staff when you arrive. You may be asked to assist in staffing the site.

# OFF-CAMPUS EVACUATION



# SHELTER-IN-PLACE

Provides refuge for students, staff and the public inside the school building during an emergency. Shelter areas may change depending on the emergency.

The principal or designee will make the following announcement:

“YOUR ATTENTION, PLEASE. WE ARE EXPERIENCING AN EMERGENCY SITUATION (Describe Emergency) AND NEED TO IMPLEMENT SHELTER-IN-PLACE PROCEDURES. STUDENTS AND STAFF ARE DIRECTED TO MOVE TO THE DESIGNATED SHELTER LOCATIONS (or specific shelter location necessary for event). ALL STAFF AND STUDENTS OUTSIDE ARE TO IMMEDIATELY MOVE TO THEIR INTERIOR SHELTER AREA. DISREGARD ALL ALARMS AND BELLS”

<b>THREAT</b> Severe Weather Radiation Release Chemical Spill Exterior Gas Leak
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- Move students into designated or emergency-specific safe areas.
- Close classroom doors when leaving. Take class roster and phone lists.
- Gather any students/adults from the hallway to the closest shelter-in-place location.
- If outside, teachers will direct students to the nearest school building interior safe area or other appropriate shelter.
- Move students from mobile classrooms to designated shelter in a permanent structure.
- Account for all students/adults. Communicate names of any missing students/adults to administration, when possible.
- Bells designating period changes will be shut off or disregarded.
- All persons must remain in shelter until notified by administration or emergency responders.
- If evacuation is ordered, follow directions of emergency personnel/Crisis Response Team.

SHELTER-IN-PLACE

# SHELTER-IN-PLACE