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Administrators

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

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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 or turn lights on or off. The principal or designee will make the following announcement:

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

“YOUR ATTENTION, PLEASE: WE NEED TO EVACUATE THE BUILDING. (Special Evacuation instructions, if any.) TEACHERS ARE TO TAKE THEIR STUDENTS TO THEIR DESIGNATED ASSEMBLY AREAS. TEACHERS, TAKE YOUR CLASS ROSTER AND TAKE A HEAD COUNT AT THE ASSEMBLY AREA.”

- Call 911, identify the name of the school and the address, describe the emergency, state that the school is evacuating, provide the evacuation location and identify the location of the school command post.
- Issue the **Evacuation** announcement or direct a designee to make the announcement.
- Evacuation routes should be specified according to the type of emergency. They may need to be changed for safety reasons.
 - Threat of Violence: Evacuation routes should avoid known or suspected location of a device.
 - Fire: Follow primary routes unless blocked by smoke or fire.
 - Chemical Spill/Gas Leak: Avoid any hazardous materials or fumes, as they can overcome people in seconds.
- Notify the district office of the school evacuation.
- Announce an end of the incident and return to class when appropriate.
- If students are to be dismissed for the day, establish a check-out area. Students should only be released to parents or those listed on emergency release form, according to the reunification plan.

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 RETURN 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.

- Issue the **Lockdown** announcement, or direct a designee to make the announcement.
- Call 911 or designate someone else to make the call. Identify the name and address of the school, describe the emergency, state the school is locking down, provide intruder description and weapon(s), if known, and identify the location of the school command post. Stay on the phone (designee) to provide updates and additional information.
- Notify staff and classes outside to immediately move to the off-campus assembly area(s) or off-campus relocation site, account for students and wait for further information.
- Take shelter with office staff in designated lockdown shelter location.
- Direct staff to switch bells to manual mode and deactivate the fire alarm.
- Notify the transportation director or bus service to stop all inbound buses and redirect them to designated relocation site(s).
- Notify district office.
- Notify and release each classroom in person when the lockdown incident is over. This may be done with law enforcement assistance, depending upon the circumstances
- Prepare a written letter for staff and parents as soon as the crisis is over, explaining what occurred and why you took the action that you did.

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

- Issue the **Exterior Lockdown** announcement, or direct a designee to make the announcement.
- Notify district office.
- If students are in the process of being transported to school, consult with law enforcement for appropriate response.
- The public information office (superintendent) will handle media and community inquiries.
- Assign staff to monitor building entrances. Only emergency personnel should be allowed to enter the building.
- Keep lines of communication open with law enforcement to receive updates.
- Keep staff informed of any new, pertinent information about the situation.
- Notify each classroom in person or announce by intercom when the incident is resolved.
- Prepare a written letter for staff and parents as soon as the crisis is over, explaining what occurred and why you took the action that you did.

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.”

THREAT Medical emergency Animal loose in the school Student or adult with disruptive or assaultive behavior Drug or weapons search

- Issue the **Clear the Halls** announcement, or direct a designee to make the announcement.
- If appropriate, call 911 for medical assistance or law enforcement.
- Depending on the situation, order a Reverse Evacuation for students and staff outside to move inside or direct them as a group to an alternative location.
- Notify district office.
- Assign staff to monitor building entrances. Only emergency personnel should be allowed to enter the building.
- Meet emergency personnel and follow their directions.
- Notify each classroom in person or announce by intercom when the incident is resolved.

Prepare a written letter for staff and parents as soon as the situation is over, explaining what occurred and why you took the action that you did.

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 AN EMERGENCY SITUATION OUTSIDE THE BUILDING AND NEED EVERYONE TO RETURN TO THE BUILDING IMMEDIATELY. EVERYONE INSIDE THE BUILDING SHOULD REMAIN INSIDE UNTIL FURTHER NOTICE.”

- Order a **Reverse Evacuation** for students and staff outside to move inside the building using the closest entry. Direct office staff to use the PA, 2-way radios, cell phones, or runners as necessary.
- If appropriate, call 911.
- Assign staff to monitor entrances. No one other than students/staff and local emergency personnel should be allowed to enter the building.
- Cancel all exterior classroom activity, recess, PE, etc.
- If movement into the building would present a danger to those individuals outside, direct them to the designated assembly area or off-campus assembly site.
- Notify the district office of the situation.
- Notify each classroom in person or announce by intercom when the incident is resolved.
- Prepare a written letter for staff and parents as soon as the situation is over, explaining what occurred and why you took the action that you did.

THREAT Exterior gunman Hazardous material spill Disturbance on school grounds Community threat: Bank robbery Escaped prisoner
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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:

THREAT
Threat of violence
Hazardous material spill
Utility outage

“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.”

- Determine the appropriate pre-designated relocation site and evacuation route.
 Note: Evacuation sites should be selected randomly at the time of the incident to keep response actions from being anticipated.
- Issue the Off-Campus Evacuation announcement or direct a designee to make the announcement.
- Notify the district office of the decision to evacuate off campus. Request that crisis team members assist with family reunification at the evacuation site.
- Gather evacuation kits or direct appropriate office staff and/or school nurse to gather kits and transport them to the evacuation site.
- Decide if it is safe for the students/staff to walk or if buses are required. If needed, request buses or alternate means of transportation.
- Contact the evacuation site and request assistance in preparing for arrival.
- Contact law enforcement to request security at the evacuation staging area, along the evacuation route and for traffic control/security at the relocation site during family reunification.
- If necessary, direct staff to move students to the evacuation staging area for loading onto buses.
- Provide the school media/public information representative with detailed instructions or prepared information release to read to the public in order to direct concerned relatives to the family reunification site.

OFF-CAMPUS EVACUATION

Family Reunification

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.

- Establish a command post at the family reunification site and assume command responsibilities or assign a designee.
- Prepare a written letter for staff and parents as soon as the crisis is over, explaining what occurred and why you took the action that you did.

OFF-CAMPUS EVACUATION

SHELTER-IN-PLACE

Provides a 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 using the building Public Address system, 2-way radio, telephone, or megaphone:

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| <p>THREAT</p> <ul style="list-style-type: none">• Severe weather• Radiation release• Chemical spill• Exterior gas leak |
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“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.”

- Issue the **Shelter-In-Place** announcement or direct a designee to make the announcement. Provide specific shelter location information.
- Order a **Reverse Evacuation** for students and staff outside to move inside the building.
- If warranted, direct staff to close all windows and doors and order the shutdown of heating, ventilation and air conditioning systems to stop the inflow of outside air into the building.
- Notify district office that the school is in **shelter-in-place** mode.
- Restrict access. No one goes out or comes into the shelter-in-place location without permission.
- If evacuation is ordered, everyone will be transported to the emergency evacuation site or other site determined by local emergency personnel.
- If the emergency is weather-related, monitor the NOAA weather radio.
- Notify staff in person or by intercom when the incident has been resolved.
- Prepare a written letter for staff and parents as soon as the crisis is over, explaining what occurred and why you took the action that you did.

SHELTER-IN-PLACE

SHELTER-IN-PLACE