

EMERGENCY PROCEDURES

Standard Response Protocols

“LOCKDOWN” - threat is INSIDE the building

- **LOCK ALL CLASSROOM DOORS IMMEDIATELY**
- **MOVE STUDENTS TO A SECURE AREA OUT OF SIGHT FROM WINDOWS**
- **MOVE STUDENTS OUT OF GYMNASIUMS, CAFETERIAS, AUDITORIUMS**
- **LIGHTS OUT AND REMAIN QUIET**
- **REMAIN IN PLACE UNTIL RESPONDERS UNLOCK CLASSROOM DOORS**
- **IF NECESSARY, RELOCATE STUDENTS TO A SAFER AREA**

“SECURE the PERIMETER” - threat is OUTSIDE the building

- **LOCK ALL EXTERIOR DOORS IMMEDIATELY**
- **BRING INSIDE ANY STUDENTS THAT ARE OUTSIDE**
- **CLASSES MAY CONTINUE INSIDE BUT NO CLASSES OUTSIDE**
- **ASSIGN STAFF TO MONITOR DOORS AND WINDOWS**
- **REPORT SUSPICIOUS PERSONS/ACTIVITY TO THE OFFICE / CALL 911**
- **REMAIN IN PLACE UNTIL FURTHER INSTRUCTIONS ARE GIVEN**

“SHELTER IN PLACE” - severe weather / environmental hazard

- **MOVE STUDENTS TO INTERIOR ROOMS & CORRIDORS**
- **MOVE STUDENTS OUT OF GYMNASIUMS, CAFETERIAS, AUDITORIUMS**
- **MOVE STUDENTS AWAY FROM WINDOWS AND DOORS**
- **STUDENTS ARE TO REMAIN INSIDE THE BUILDING**
- **REMAIN IN PLACE UNTIL FURTHER INSTRUCTIONS ARE GIVEN**

“EVACUATE” - leave the building and go to a safe area

- **MOVE STUDENTS TO A SAFE AREA OUTSIDE THE BUILDING**
- **STAY WITH YOUR CLASS / TEACHER AT ALL TIMES**
- **REMAIN IN PLACE UNTIL FURTHER INSTRUCTIONS ARE GIVEN**