**Classroom Emergency Response Guide**

**LOCKDOWN: when there is an Immediate THREAT inside or outside the school-**

* **Get inside building if it is an outside threat OR leave school grounds**
* **Lock doors**
* **Cover windows**
* **Turn off lights**
* **Keep students low to the ground away from doors**
* **Keep quiet**
* **Turn off cell phones – do NOT text**
* **Account for all students, report any missing students using e­ mail or telephone, if safe to do so.**
* **Do NOT let anyone leave or enter the room**
* **RUN-HIDE-FIGHT!**
* **Know your choices, be prepared and practice!**
* **Wait for instructions to resume activities or police to open your door**

**EVACUATION: when the building is unsafe due to fire, gas leak, etc.**

* **Follow primary evacuation route use or alternate route if primary is blocked**
* **GRAB classroom red “GO Kit” bucket**
* **If there is smoke stay down low for better air**
* **Go to your primary meeting point**
* **Account for all students**
* **Report missing or injured student to ICS**
* **Check in with buddy teacher, if applicable**
* **Wait with your students for the all clear or further instructions**
* **Students should be in class groups the entire time.**

**Do NOT EVACUATE during a LOCKDOWN!**

**DROP, COVER & HOLD: for severe weather – earthquakes, tornadoes, etc.**

* **Move all from outside activities to the interior of main building**
* **Move student out of large "expansive" rooms (gym, MPR, cafeteria)**
* **Move all to inside areas (classroom, hallway, etc.)**
* **Avoid large exposures of glass or windows**
* **Take cover under desks or tables, face away from the windows**
* **Cover your eyes by leaning your face against your arms.**
* **Hold onto desk or table legs, if possible. Remain in position until given the “all clear” or other instructions by the administration.**

**SHELTER-IN-PLACE: when hazardous spills, natural disasters or other threats to air quality make it unsafe to go outside the building.**

* **All student report class immediately**
* **Move all students from outside activities to interior of main building.**
* **Close and lock exterior doors**
  + ***Hang* sheltering in place signs on exterior doors**
  + **Do NOT admit anyone into school without permission of local authority (EMS, police, etc.)**
* **Tum off all air conditioners, heaters, pilot lights, fans & other HVAC equipment**
* **Check for all students - report anyone missing to ICS**
  + **Do NOT allow students to leave class or area.**
* **Do NOT open doors or windows until told to do so.**
* **Tape around exterior doors and windows**

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