

# EMERGENCY PROCEDURES

**POLICE/FIRE: 911**

(See reverse for tips when calling 911.)

**OFFICE OF SCHOOL SAFETY:**

663-1632 (7:00 a.m.–4:30 p.m.) | 220-2707 (after 4:30 p.m.)

**DANE COUNTY DEPT. OF HUMAN SERVICES  
MANDATORY REPORTING OF CHILD**

**ABUSE/NEGLECT:** 261-KIDS (5437) (7:30 a.m.–4:30 p.m.)  
255-6067 (after 4:30 p.m.)

[mmsd.org/BeSafe](https://mmsd.org/BeSafe)

MADISON METROPOLITAN  
SCHOOL DISTRICT



# WHEN CALLING 911:

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- **Stay calm, take a deep breath, and speak clearly.**
- **State nature of emergency** (e.g., “I’m reporting a medical emergency / fire / threat / injury”).
- **If you are in immediate danger, tell 911 call-taker.**
- **Provide specific location of emergency** (e.g., “East High School, 2nd floor, room #200”).
- **Provide description of anyone being reported:** physical appearance, clothing, name, behavior, location, direction of travel, vehicle description.
- **Do not end call** until 911 call-taker tells you to.
- **Let 911 call-taker ask questions and guide conversation.** Often emergency services are being dispatched while you are on the line.
- **Follow 911 call-taker’s directions.** Ask for clarification, as needed.
- **Stay alert and scan your environment.** Provide 911 call-taker with specific details that may help in sending appropriate assistance.
- **Notify** the principal of the call.

# CONFLICT MANAGEMENT

SEE BACK FOR MORE  
CONFLICT MANAGEMENT  
STRATEGIES

**DEFENSIVE BEHAVIOR:** Person begins to lose rationality. Can look like: questioning, refusal, yelling, swearing, intimidation, making threats.

**RISK BEHAVIOR:** Person may cause risk to physical safety. Can look like: hitting, kicking, pinching, pulling, choking

**IN A CONFLICT,** interventions should address root causes. Take these immediate steps:

- **Seek** to understand cause of escalated behavior.
- **Assess changes** in behaviors and adjust/adapt your response.
- **Call for additional support** (work as a team, with a single person as lead).

Someone in a **defensive state?** Use **verbal and nonverbal communication** to de-escalate:

- **Use a supportive stance**, maintaining a distance of one-leg length or more, and stay at an angle.
- **Maintain** an even facial expression and control your personal fear or anxiety.
- **Recognize personal space.** Personal possessions are an extension of that.
- **Use empathic listening** (non-judgmental, undivided attention, focus on feelings and facts, allow silence, restate and paraphrase).
- **Use supportive statements.** (e.g., "What will help you right now?")
- **Decrease or stop talking** and slow down.
- **Address/remove bystanders** or a targeted person.

(continued on reverse)

CONFLICT MANAGEMENT

# CONFLICT MANAGEMENT

## SET LIMITS.

- **Keep statements short and simple** (clear, calm, and even tone).
- **Keep statements reasonable** (avoid too many demands/requests at one time).
- **Enforceable** (If you set the limit, be sure it does or doesn't happen).
- **Examples:** Interrupt and Redirect Pattern, When and Then Pattern, If and Then Pattern.
- **Provide options and time** (don't rush person).

## AVOID:

- **Talking too much, sarcasm, yelling, arguing, ultimatums, false promises, touching student, power struggles** (don't take things personally and consider switching out staff, if needed)

**Maintain an ongoing assessment of the risk** (chance of a bad consequence) through the **likelihood** (chance that an event will occur) and **severity** (level of harm) of the **behavior**.

## LEVEL OF RISK = LIKELIHOOD + SEVERITY

Consider when the **risk** of doing something outweighs the **risk** of doing nothing. Be prepared for **disengagement skills** (self protection) and the potential for **holding skills**.

If a **clear, present, imminent risk to the physical safety** of the individual or others exists, and a lesser restrictive intervention is not feasible, the use of physical restraint and/or seclusion may be used. Staff trained in the use of **restraint and seclusion** should be the staff intervening. However, in rare situations, an untrained staff member may need to assist due to the immediate safety risk and lack of trained staff in the immediate area.

# FIRE

IF YOU DISCOVER FIRE OR SMOKE, IMMEDIATELY:

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## PRINCIPAL

- Pull the nearest fire alarm.
- Call 911.
- Follow **EVACUATE** protocol.

## STAFF

- Pull the nearest fire alarm.
- Tell the **principal** about the fire or smoke.
- Follow **EVACUATE** protocol.

## STUDENTS

- Pull the nearest fire alarm.
- Tell an **adult** about the fire or smoke.
- Follow **EVACUATE** protocol.

**FIRE**

# GAS LEAK

SEE BACK FOR CHEM/  
BIO/HAZMAT RELEASE

**DO NOT TURN  
ELECTRICAL DEVICES  
ON/OFF, INCL. LIGHTS.**

**NATURAL GAS LEAKS** are often identified by an odor similar to that of rotten eggs.

**A CARBON MONOXIDE LEAK** could be caused by a boiler malfunction or equipment malfunction. It is odorless, colorless, and tasteless.

## PRINCIPAL

- **Evaluate** the situation, consulting with your Head Custodian, to determine whether to initiate **EVACUATE protocol**.
- **Call 911** to advise them that you are evacuating because of a potential gas leak.
- **In a gas leak evacuation**, it is critical to evacuate to your school's **designated evacuation site**.
- **Be aware and alert** to any health-related changes in students or staff, especially respiratory problems. Request medical attention, if necessary.
- **Notify** Office of School Safety to coordinate logistics and communication.

## STAFF

- **Contact the principal** to evaluate the situation.
- **Follow** the protocol for **EVACUATE**, if announced.
- **Be aware and alert** to any health-related changes in students or staff, especially respiratory problems. Request medical attention, if necessary.

## STUDENTS

- **Follow** the protocol for **EVACUATE**, if announced.

GAS LEAK

# CHEM/BIO/HAZMAT RELEASE

DO NOT TURN ELECTRICAL DEVICES ON/OFF, INCLUDING LIGHTS.

If a release of chemical, biological, or hazardous materials is suspected **IN your school building:**

## PRINCIPAL

- **Call 911 immediately.**
- **Direct students** and staff to avoid contaminated area and to remove any contaminated clothing.
- **Initiate EVACUATE protocol**, if necessary.

## STAFF

- **Notify principal.**
- **Direct students** to avoid contaminated area, remove any contaminated clothing, and flush exposed/affected body parts with water.
- **Follow EVACUATE protocol**, if announced.

## STUDENTS

- **Avoid** contaminated area, remove contaminated clothing, and flush exposed/affected body parts with water.
- **Follow EVACUATE** protocol, if announced.

If a release of chemical, biological, or hazardous materials is suspected **NEAR your school building:**

## PRINCIPAL

- **The fire department or law enforcement will notify you** and may instruct you to initiate **EVACUATE, SHELTER, or HOLD** protocol.
- **Notify** Office of School Safety to coordinate logistics, communication, and transportation, if buses are needed to get students out of the area.

## STAFF

- **Follow** the protocol for **EVACUATE, SHELTER, or HOLD**, if announced.

## STUDENTS

- **Follow** the protocol for **EVACUATE, SHELTER, or HOLD**, if announced.

# TORNADO / SEVERE WEATHER | SEE BACK FOR LIGHTNING

**TORNADO WATCH:** Severe weather conditions are developing.

**TORNADO WARNING:** Danger is imminent. County tornado siren may sound. NWS radios will activate and provide additional information.

## PRINCIPAL

- **Monitor weather using National Weather Service (NWS) radio and prepare to SHELTER or EVACUATE.**
- **Notify** Office of School Safety to coordinate logistics and communication if weather impacts dismissal.
- **Outdoor activities can continue as scheduled,** but stay alert for changing weather conditions.

## STAFF AND STUDENTS

- **Continue teaching and learning;** business as usual.

## PRINCIPAL

- **Cancel** all outdoor activities, bring all students and staff indoors immediately.
- **Initiate SHELTER protocol.**
- **Monitor** weather using NWS radio and prepare to **EVACUATE** in the event of fire or structural damage.
- **Notify** Office of School Safety to coordinate logistics and communication if weather impacts dismissal.

## STAFF

- **Remind** students of expectations for **SHELTER.**
- **Lead** students to the shelter area.
- **Prepare** to **EVACUATE** in the event of fire or structural damage.

## STUDENTS

- **Follow** the protocol for **EVACUATE, SHELTER,** or **HOLD,** if announced.

## SEVERE WEATHER

# LIGHTNING / SEVERE WEATHER

**ALL THUNDERSTORMS PRODUCE LIGHTNING AND ARE DANGEROUS.** In an average year, lightning kills more people in the U.S. than either tornadoes or hurricanes.

## PRINCIPAL

- **Direct** staff and students to come indoors immediately.
- **Notify** Office of School Safety to coordinate logistics and communication if weather impacts dismissal.
- **Announce** when it is safe for outside activities to resume.

## STAFF

- **Bring students indoors** immediately if you hear thunder, see lightning, or are directed by the principal. Direct students to leave equipment where it is.
- **Continue teaching;** business as usual.
- **Keep students inside** until the principal announces it is safe for outside activities to resume.

## STUDENTS

- **Get indoors immediately.** Leave equipment where it is.
- **Follow** the directions of adults.
- **Continue learning;** business as usual.

## COACHES, ATHLETIC TRAINERS, OUTDOOR ACTIVITIES OFFICIALS:

- When thunder is heard or a cloud-to-ground lightning bolt is seen, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for 30 minutes and take shelter immediately.
- Any subsequent thunder or lightning after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
- Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed prior to resuming play.
- When lightning-detection devices or mobile phone apps are available, use them to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of event location. However, hearing thunder or seeing lightning should always take precedence over information from a mobile app or lightning-detection device.

# FIGHTS & DISTURBANCES

SEE BACK FOR  
STUDENTS' SECTION

School fights are situations that may require **IMMEDIATE INTERVENTION** to maintain staff and student safety.

## PRINCIPAL

- **Ensure** any injured individuals receive medical assistance and appropriate documentation has been completed.
- **Notify parent/guardian** of the incident (and follow up, as needed, based on investigation and student supports).
- **Investigate** and determine the potential for continued violence, need for additional supports, and implications for interventions and discipline.
- **Notify** Office of School Safety to coordinate logistics and communication if there is significant disturbance to the school day or dismissal was impacted.
- **If physical restraint or seclusion was used**, ensure to document and notify parent/guardian.

## STAFF

- **Use the person's name** and give loud, clear, and simple directives (e.g., "Calvin, this is Mr. Jones. Stop! Break it up!").
- **Keep a safe distance**, stand at a slight angle with your hands open, at chest level.
- **Scan the environment** for weapons, objects that could be used as weapons, or other students looking to fight.
- **Call for additional support** (if unable to access radio or phone, direct a staff member or student to go get help).
- **Remove bystanders** (tell students to leave the area; if phones are out, direct students to put their phones away).
- **When another adult arrives, coordinate and separate the students** using brief physical guidance; engage in physical restraint if there is a risk to self or others. **NOTE:** Use good judgment. If the fight involves younger or small children, you may intervene immediately if you believe it's safe to do so.

### SEPARATE STUDENTS WITHOUT ANOTHER ADULT ONLY WHEN:

- **You are being attacked or student safety is at risk**
- **AND**
- **You believe you can keep yourself reasonably safe in doing so.**
- **Remove** the fighting students from the sight of others or each other.
- **Check** for injuries and provide medical assistance.

(continued on reverse)

## FIGHTS & DISTURBANCES

# FIGHTS & DISTURBANCES

School fights are situations that may require **IMMEDIATE INTERVENTION** to maintain staff and student safety.

## STUDENTS

- **Get away from the fight or disturbance.**
- **Notify** the nearest staff member.
- **Do not** record the fight with your phone or share on social media.
- **Follow** staff directions.

# SUSPICIOUS PERSON

SEE BACK FOR  
STUDENTS' SECTION

IF AN UNKNOWN OR KNOWN PERSON IS IN THE BUILDING OR ON SCHOOL PROPERTY WITHOUT A STAFF ID OR VISITOR BADGE OR IF A PERSON BECOMES UNCOOPERATIVE OR REFUSES TO GO TO THE OFFICE:

## PRINCIPAL

IF THEY ARE UNCOOPERATIVE OR REFUSE TO GO TO THE OFFICE:

- **Assess** the situation.
- **Implement a HOLD immediately and notify 911.** Be prepared to **LOCKDOWN** or **SECURE** if the person becomes an imminent threat to students or staff (displays weapons, is physically assaultive, etc.).
- **Activate Incident Command System,** establish a command post, and delegate tasks to key staff.
- **Notify** Office of School Safety to coordinate logistics and communication.

## STAFF

IF THEY DO NOT HAVE A VISITOR BADGE OR SCHOOL ID:

- **Ask** the purpose of their visit or how you can assist them.
- **Be polite and helpful** (e.g., "Can I help you find something? Do you have a meeting with a teacher? Does your child attend school here? What grade? Who is their teacher?").
- **Escort them** to the office for a visitor badge. If that's not possible, seek assistance from another staff person. (Make others aware, call for help, direct visitors to the office and then drop into a nearby classroom to phone the office to let them know a visitor is on their way.)

IF THEY ARE UNCOOPERATIVE OR REFUSE TO GO TO THE OFFICE:

- **Ask** someone to contact the office for support.
- **Keep the person in your sight,** from a reasonable distance, until support arrives.
- **Note** physical appearance and clothing.

IF THEY BECOME AGGRESSIVE:

- **Back away and allow yourself room to escape;** do not attempt to restrain or block. Keep calm.
- **Direct** any students nearby into the closest classrooms.
- **Implement a HOLD immediately and notify 911.** Be prepared to **LOCKDOWN** or **SECURE** if the person becomes an imminent threat to students or staff (displays weapons, is physically assaultive, etc.).
- **Work with principal on any tasks delegated.** (continued on reverse)

SUSPICIOUS PERSON

# SUSPICIOUS PERSON

IF AN UNKNOWN OR KNOWN PERSON IS IN THE BUILDING OR ON SCHOOL PROPERTY WITHOUT A STAFF ID OR VISITOR BADGE OR IF A PERSON BECOMES UNCOOPERATIVE OR REFUSES TO GO TO THE OFFICE:

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## STUDENTS

- **Do not open exterior doors** to allow anyone to enter the building.
- **Tell an adult** what you observe(d). Describe the person's physical appearance, clothing, behavior, location, direction of travel, vehicle description, etc.
- **Move away** from anyone behaving aggressively.
- **Follow** staff directions.

# MISSING PERSON

SEE BACK FOR IF AN INDIVIDUAL IS REPORTED MISSING AFTER SCHOOL HOURS:

If an individual is reported missing **BEFORE OR DURING SCHOOL HOURS:**

## PRINCIPAL

- **Search** the building to verify the individual is missing.
- **Assess the situation**, considering the individual's age, any disabilities, special needs, or specific safety concerns.
- **Ask** whether anyone has seen them today (consider the need to initiate a **HOLD** to support searching for them).
- **Notify** the individual's family.
- **Get** a description of the clothes they are wearing that day.
- **Activate Incident Command System**, establish a command post, and delegate tasks to key staff.
- **Assign** someone to call 911 and remain on the line.
- **Assign** someone to notify Office of School Safety to coordinate logistics and communication.
- **Don't leave the building to search for the individual.** You may wish to assign a staff member to do so.
- **Staff member should report to police directly if they spot individual.** They should not physically apprehend the individual.
- **Print** the individual's summary page with photo for police.
- **Create and maintain a timeline** of events.

## STAFF

- **Immediately notify principal** and work with designated school team to verify person is missing (search building and grounds).
- **Work with principal** on delegated tasks.

(continued on reverse)

MISSING PERSON

# MISSING PERSON

If an individual is reported missing **AFTER SCHOOL HOURS**:

## PRINCIPAL

- **Notify** Office of School Safety after-hours phone number to coordinate logistics and communication.
- **Notify** the missing individual's family.
- **If student rides a bus:**
  - Immediately notify MMSD Transportation.
  - After 4:30 p.m., contact Badger Bus Lines.
- **Contact 911** to report the individual missing.
- **Coordinate** communication among family, school, and police.
- **Activate Incident Command System**, establish a command post, and delegate tasks to key staff.
- **Create and maintain a timeline of events.**

# MEDICAL EMERGENCY

**ASSESS VICTIM** to determine if the medical emergency is life threatening.

## LIFE THREATENING

Individual is unresponsive, unconscious, or not breathing normally.

- **Assign** someone to call 911 and stay on the line.
- **Notify** principal and office staff so they can activate the critical emergency medical response team and bring the AED.
- **Remain with the individual** and provide Basic Life Support (CPR, rescue breathing, etc.) until the emergency response team arrives.
- **Assign someone** to contact the individual's parent/guardian/emergency contact.
- **If the individual is being transported in an emergency, assign an adult to ride along.**

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## NON-LIFE THREATENING

- **Contact** the health office or other designated school staff to provide emergency care and, if instructed, call 911.
- **Assign someone** to contact the individual's parent/guardian/emergency contact.

**MEDICAL EMERGENCY**

# MANDATORY REPORTING

**ALL SCHOOL DISTRICT EMPLOYEES ARE MANDATORY REPORTERS OF CHILD ABUSE/NEGLECT AND THREATS OF SCHOOL VIOLENCE.**

## MANDATORY REPORTING OF CHILD ABUSE/NEGLECT

Per Wisconsin State Statute 48.981(2)(a)16m states, any District employee who has reasonable cause to suspect that a child has been abused or neglected is required to make a report.

Report to Dane County Department of Human Services.

Be ready with the following information: Child's name, birthdate, parent/guardian name(s), other household information, and concern.

**Non-caregiver Maltreatment** - Incidents where a non-caregiver (ie: soccer coach, neighbor, peer) is suspected of child abuse/neglect, child enticement, trafficking, sexual assault or other incidents that threaten a child's safety must be also reported, but will be directly reported to police.

**Title IX Investigation:** If you or someone you know has experienced sexual misconduct, sexual harassment, or sexual violence (including assault, dating or domestic violence, stalking, and sexual exploitation) you can make a report to your school's Title IX coordinator, who will consult with the district coordinator to establish supportive measures, provide information about response options, and conduct or oversee any related investigations.

## MANDATORY REPORTING OF SCHOOL VIOLENCE THREATS

Per Wisconsin Act 143 (Wis. Stat. 175.32, 118.07(5)) all employees are required to report a threat made in or targeted at a school if you believe, in good faith, that there is a serious and imminent threat to the health or safety of a student, school employee, or member of the public.

A threat is considered **serious and imminent** if it is a situation, threat, or action that presents an immediate threat of harm which could reasonably be expected to cause death or serious bodily injury to staff or students.

The FBI defines a **threat** as "an expression of intent to do harm or act out violently against someone or something. A threat can be spoken, written, or symbolic."

You must immediately inform police of a serious and imminent threat by calling 911. If the threat is not imminent, but still concerning, contact an administrator or member of your building's School Based Critical Response Team as soon as possible.

**MANDATORY REPORTING**

# BOMB THREAT

SEE BACK FOR  
BOMB THREAT CHECKLIST

WE TAKE ALL BOMB THREATS SERIOUSLY. THEY ARE CONSIDERED SERIOUS, IMMINENT THREATS TO SCHOOL SAFETY AND MUST BE REPORTED IMMEDIATELY. DO NOT TURN ELECTRICAL DEVICES ON/OFF, INCL. LIGHTS.

## If you receive a **BOMB THREAT BY PHONE:**

- **Visually scan** for any unusual or suspicious objects.
- **Do not turn electrical devices on/off, including lights.**
- **Complete the Bomb Threat Checklist** (on reverse) for threats made by phone.
- **Pay attention** to specifics of the threat and ask questions.
- **What's the specific location of the bomb, type of bomb, detonation time?**
- **Do not hang up the phone** even after the conversation has ended. Leave the line open for tracking purposes.
- **Limit the unnecessary use** of cell phones and handheld radios. Wireless communication devices can detonate explosive devices.
- **Staff:** Notify principal immediately.
- **Principal:** Call 911 to report threat.
- **Be prepared to EVACUATE or SHELTER.**
- **Principal:** Activate Incident Command System, establish a command post, and delegate tasks to key staff.
- **Principal:** Notify Office of School Safety to coordinate logistics, communication, and transportation, if needed.

## If you become aware of a **WRITTEN BOMB THREAT:**

- **Visually scan** for any unusual or suspicious objects.
- **Do not turn electrical devices on/off, including lights.**
- **Staff:** Notify principal immediately.
- **Principal:** Call 911 to assess the threat.
- **Preserve the evidence.** Do not erase it (e.g., writing on bathroom wall).
- **Do not handle the evidence.** (e.g., a note). Place note in a plastic bag, if available.
- **Photograph** threats written on walls.
- **Seal the area** (e.g., bathroom or classroom) to prevent students from seeing the threat.
- **Limit the unnecessary use** of cell phones and handheld radios. Wireless communication devices can detonate explosive devices.

**BOMB THREAT**

# BOMB THREAT CHECKLIST

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**If you receive a bomb threat on a district phone, immediately press the Record button.** If this is not possible, write down as many details as you can, put the caller on speakerphone and record the conversation with your cell phone, or have another staff member nearby take notes.

**Write down the exact wording of threat:**

**Ask these questions:**

- **When is the bomb going to explode?**
- **Where is the bomb located?**
- **What does the bomb look like?**
- **What kind of bomb is it?**
- **What will cause the bomb to explode?**
- **Did you place the bomb?**
- **Why did you place the bomb?**
- **What is your name and address?**
- **Where are you calling from?**

**Phone number that received call:**

**Location or office of phone:**

**Time call ended:**

**Description of caller's voice:**

**Male or Female?**

**Mood?** Angry Excited Calm Laughing Crying

**Pitch?** Deep Medium-pitched High-pitched

**Volume?** Quiet Loud Whisper

**Speed?** Rapid Slow

**Miscell.** Raspy Disguised Coughing Slurred  
Accent Nasaly Crackly voice

**If voice is familiar to you, who did it sound like?**

**Background noises:**

Street/traffic Animal Office Static School  
Construction Music Silence Music Motor  
Voices PA system Kitchen noises

**Was the caller familiar with the building?**

**IMPLEMENT A SECURE WHEN A THREAT OR HAZARD EXISTS OUTSIDE OF THE SCHOOL BUILDING  
(E.G., POLICE ACTIVITY IN AREA).**

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## **PRINCIPAL**

- **Announce clearly and slowly and repeat:**  
“Attention students and staff, we are going into **SECURE**. Get Inside. Lock outside doors.”  
- pause -  
“We are going into **SECURE**. Get Inside. Lock outside doors. Staff, check your email for details.”
- **Bring students and staff indoors immediately.**
- **Activate Incident Command System**, establish a command post, and delegate tasks to key staff.
- **Direct** staff to ensure all exterior doors are closed and locked.
- **If law enforcement is not aware** of threat or hazard, assign someone to call 911.
- **Coordinate** with law enforcement and be prepared to **LOCKDOWN**, if needed.
- **Do not let anyone enter or leave the building** unless authorized to do so.
- **Notify** Office of School Safety to coordinate logistics and communication.
- **Provide periodic updates** to staff and appropriate information to students.
- **When directed**, lift the **SECURE** and return to regular school operations.

## **STAFF**

- **Bring students indoors immediately.**
  - **Take attendance;** note the time and any missing or extra people.
  - **Continue teaching;** business as usual.
  - **Be aware and prepared to LOCKDOWN**, if directed.
  - **Assure students** who want to contact their families that the principal will update families on the incident as soon as possible. Ask for their help in avoiding incomplete and misinformation spreading on social media.
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## **STUDENTS**

- **Get indoors immediately.**
- **Follow staff directions.**
- **Continue learning;** business as usual.



# **SECURE**

**GET INSIDE. LOCK OUTSIDE DOORS.**

**IMPLEMENT A LOCKDOWN WHEN AN ACTIVE OR IMMINENT THREAT SITUATION EXISTS INSIDE THE SCHOOL BUILDING OR ON SCHOOL GROUNDS THAT COULD CAUSE DEATH OR SERIOUS BODILY INJURY TO STAFF OR STUDENTS (E.G., PERSON ARMED WITH A WEAPON).**

If you're outside when a **LOCKDOWN** is announced, move to your school's evacuation site and wait there for directions.

## PRINCIPAL

- **Announce clearly and slowly and repeat: "Attention, students and staff, we are in Lockdown. Locks, Lights, Out of Sight!"**  
- pause - **"Lockdown. Locks, Lights, Out of Sight!"**
- **Assign** someone to call 911 and stay on the line.
- **Lock** main office and interior doors.
- **Prepare to defend.**
- **Activate Incident Command System**, establish a command post, and delegate tasks to key staff.
- **Coordinate** with law enforcement.
- **Assign** someone to monitor video surveillance system.
- **Notify** Office of School Safety to coordinate logistics and communication.
- **Provide** periodic updates to staff and appropriate information to students. You may be able to update staff via email if you are in a position to do so safely.
- **If and when directed by law enforcement, go door to door with law enforcement to unlock each door.**

## STAFF

- **Direct** all students in hallways, bathrooms, and common areas into safe, lockable rooms immediately. If a lockable room is not available, students may need to self-evacuate.
- **Close and lock** classroom doors.
- **Turn off** lights.
- **Go to the classroom safe zone.** Stay low and out of sight, away from windows and doors.
- **Keep students calm and quiet.**
- **Turn off or silence phones** so they do not show light or make sound.
- **If the fire alarm sounds**, stay in your classroom unless you see fire or smoke is filling your classroom. If you must **EVACUATE** due to a fire or smoke, consider using an alternate door, window, or any other exterior exit.
- **Assure students** who want to contact their families that the principal will update families as soon as possible and that they may use their phones to text families, with your permission, once the situation stabilizes.
- **Take attendance;** note the time and any missing or extra people.
- **Prepare to defend.**
- **Do not open the door for anyone.** Law enforcement will unlock each door when it is safe.

■ **SEE BACK FOR STUDENT LOCKDOWN PROCEDURES**



# LOCKDOWN

LOCKS, LIGHTS, OUT OF SIGHT.



# LOCKDOWN

LOCKS, LIGHTS, OUT OF SIGHT.

**IMPLEMENT A LOCKDOWN WHEN AN ACTIVE OR IMMINENT THREAT SITUATION EXISTS INSIDE THE SCHOOL BUILDING OR ON SCHOOL GROUNDS THAT COULD CAUSE DEATH OR SERIOUS BODILY INJURY TO STAFF OR STUDENTS (E.G., PERSON ARMED WITH A WEAPON).**

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## STUDENTS

- **Enter the nearest classroom or safe, lockable room.** If a lockable room is not available, you may need to **\*self-evacuate**.
- **Go to the classroom safe zone.** Stay low and out of sight, away from windows and doors.
- **Follow** staff directions.
- **Prepare to defend.**
- **Do not open the door for anyone.** Law enforcement will unlock each door.

If you're outside when a **Lockdown** is announced, move to your school's evacuation site and wait there for directions.

**\*Self Evacuation:** During an threat inside the building, students and staff should also know that they have the option to self evacuate if getting behind a locked door is not possible. When determining to self-evacuate, some questions to consider when making this decision: Can you visually see the door you're going to go out of? Do you know you can make it there? Is there any obstruction in the way? Are you able to run? Can you commit to this decision?

Anyone who chooses to self-evacuate should commit to this action. They should also remember that police will be arriving or might already be on scene so they need to keep their hands up and empty while running out of the building.

**TYPICAL CAUSES FOR AN EVACUATION INCLUDE THE DETECTION OF SMOKE OR FIRE OR A SUSPECTED GAS LEAK.**

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## **PRINCIPAL**

- **Announce clearly and slowly and repeat:** “Attention students and staff, at this time you need to calmly and quickly Evacuate to [location].” - pause - “Evacuate to [location].”
- If it would not cause panic or escalated emotions, consider stating the reason (e.g., “Evacuate to the water tower due to a possible gas leak”).
- **Activate Incident Command System**, establish a command post, and delegate tasks to key staff.
- **If law enforcement is not aware of threat**, assign someone to call 911 to tell them why you are evacuating and where you are evacuating to.
- **Make an announcement** directing support, security, custodial staff to check building (bathrooms, stairwells, and remote areas) on their way out, to ensure everyone is evacuated.
- **You may use elevators, if needed**, to evacuate those with physical disabilities.
- **Coordinate** with law enforcement or other first responders.
- **Notify** Office of School Safety to coordinate logistics and communication.
- **Provide periodic updates** to staff and appropriate information to students.
- **Work with district and local agencies to assess next steps** (return to building, relocate, or begin family reunification plan). Return to building only when directed.

## **STAFF**

- **Follow** principal directions.
- **Remind** students of expectations for Evacuation.
- **Initiate evacuation procedures** for students and staff with individualized plans.
- **Bring the Go Bag:** class roster, cell phone, radio, emergency health information, flashlight, etc.
- **Lead students to the evacuation site.**
- **Take attendance;** note the time and any missing or extra people.
- **When directed**, return to building, relocate, or begin family reunification plan.
- **Assure** students who want to contact their families that the principal will update families on the incident as soon as possible. Ask for their help in avoiding incomplete and misinformation spreading on social media.

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## **STUDENTS**

- **Follow staff directions.**
- **Bring only what is in your pockets.**
- **Do not leave the evacuation site.**



**EVACUATE**  
TO ANNOUNCED LOCATION.

**INITIATE THE SHELTER PROTOCOL IN THE EVENT OF SEVERE WEATHER, SUCH AS A TORNADO, OR IF THERE IS SOMETHING HAZARDOUS IN THE ENVIRONMENT, SUCH AS A CHEMICAL SPILL NEARBY.**

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## **PRINCIPAL**

- **Announce clearly and slowly and repeat the hazard and safety strategy. For example, “Attention students and staff, the National Weather Service has issued a tornado warning. At this time, everyone needs to move to your shelter area.” - pause - “We are under a tornado warning. Move to your shelter area now.”**
- **Bring students and staff indoors immediately.**
- **Activate Incident Command System**, establish a command post, and delegate tasks to key staff.
- **Check building** to ensure everyone is sheltered.
- **Coordinate** with district and local agencies and be prepared to **EVACUATE**, if needed.
- **Contact** Office of School Safety to coordinate logistics and communication.
- **Provide periodic updates** to staff and appropriate information to students.

## **STAFF**

- **Bring students indoors immediately.**
  - **Direct students** to leave equipment where it is.
  - **Follow** principal directions.
  - **If directed to leave the classroom, bring the Go Bag:** class roster, cell phone, radio, emergency health information, flashlight, etc.
  - **Direct** students to the shelter area.
  - **Take attendance;** note the time and any missing or extra people.
  - **Be aware and prepared to EVACUATE**, if directed.
  - **Stay sheltered** until “all clear” is announced.
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## **STUDENTS**

- **Get indoors immediately.** Leave equipment where it is.
- **Follow** staff directions.
- **Go to shelter area.**
- **In a tornado**, sit with your back against the wall, head down against knees, and cover your neck and face with your arms.
- **Stay sheltered** until staff gives “all clear.”



# **SHELTER**

HAZARD AND SAFETY STRATEGY.

**A HOLD IS ANNOUNCED WHEN THE SCHOOL NEEDS TO KEEP THE HALLS OR ANOTHER AREA CLEAR OF STUDENTS. THIS COULD BE DUE TO A MEDICAL EMERGENCY, A DYSREGULATED INDIVIDUAL, AN ALTERCATION, OR ANOTHER SITUATION.**

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## **PRINCIPAL**

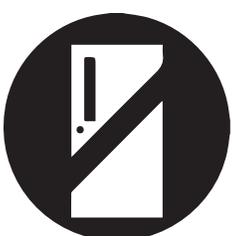
- **Announce clearly and slowly and repeat: “Attention staff, Hold in your classroom or area. Clear the halls.”** - pause - **“Hold in your classroom or area. Clear the halls.”**
- **Activate Incident Command System**, establish a command post, and delegate tasks to key staff.
- **Provide** periodic updates to staff and appropriate information to students.
- **Lift the Hold** when appropriate and return to regular school operations.

## **STAFF**

- **Hold students in your classroom or area.** Allow students or staff to enter who need to clear the hallway or area.
  - **Close the door.**
  - **Take attendance;** note the time and any missing or extra people.
  - **Continue teaching;** business as usual.
  - **Be aware and prepared to LOCKDOWN,** if directed.
  - **Until Hold is lifted,** stay in your classroom or area with your students.
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## **STUDENTS**

- **Clear the hallways**
- **Return to classrooms or designated areas**
- **Follow directions**
- **Stay until hold is lifted**



**HOLD**

**IN YOUR CLASSROOM OR AREA.  
CLEAR THE HALLS.**