

**Killingly Public Schools Emergency Operations
EMERGENCY RESPONSE GUIDE**

EVACUATION OF SCHOOL

Students Need to Relocate

An **EVACUATION OF SCHOOL** alert indicates a situation in the building or on the campus that requires students and staff to evacuate the building. Students will be safely escorted along a designated evacuation route to a predetermined evacuation site. At the conclusion, all students will be escorted back to the school.

STAY PUT

No Danger Inside Building

A **STAY PUT** alert will secure the building and safely shelter all students, staff and visitors inside the classroom in the building. The purpose of this type of response is to eliminate traffic from the hallways and restrooms and to keep students safe inside the classroom. During a **STAY PUT** all of the perimeter doors to the school building will be locked and will remain locked until the issue causing the **STAY PUT** is resolved. During the **STAY PUT**, classroom instruction continues, however, students are expected to remain in the classroom and movement between instructional spaces is not permitted. To ensure everyone remains safe, no one will be allowed to enter the building or leave the building until the **STAY PUT** has concluded.

LOCKDOWN

Danger Inside or Outside of Building

A **LOCKDOWN** alert will secure the school building and safely shelter students, staff and visitors inside the building. The purpose of this alert is to keep the students safe from any danger or issue outside or inside the building. During a **LOCKDOWN**, all of the perimeter doors to the building will be locked and will remain locked until the danger or issue is removed. During the **LOCKDOWN**, classroom instruction pauses, as students and teacher move to locations within the classroom that are not visible from the hallways. To ensure everyone remains safe, no one will be allowed to enter or leave the building until the **LOCKDOWN** has concluded.

**- These response descriptions above will be communicated to all parents annually; however, the detailed procedure and responses for each of the drills will remain a confidential document for the purpose of safety and security of the Killingly Public Schools community and campuses.*