



IMMEDIATE ACTION RESPONSES: THE QUICK SIX

When an emergency occurs, it is critical that staff members take **immediate** steps to protect themselves, their students, and other people on campus. Become familiar with The Quick Six, and be prepared to perform all assigned responsibilities.

ACTION	DESCRIPTION
	<p>Implement during a Medical Emergency when time is of the essence. An *AED (Sudden Cardiac Arrest) or *EpiPen (Life-threatening allergic reaction) might be required to save a life. Call 911 and notify the front office for injuries requiring outside emergency medical services. *Devices are kept in all staff lounges and some gyms.</p>
	<p>Implement to isolate students and staff from the outdoor environment and provide greater protection from external airborne contaminants or wildlife. Close windows and air vents and shut down air conditioning/heating units</p>
	<p>Implement during an earthquake or explosion to protect building occupants from flying and falling debris</p>
	<p>Initiate for a potential threat of danger in the surrounding community. All classroom/office doors are closed and locked and all students and staff remain inside until otherwise directed. Instruction continues as planned</p>
	<p>Initiate for an immediate threat of danger to occupants of a campus or school building. In the case of an active shooter on campus, initiate Run, Hide, Defend Once law enforcement arrives, no one is allowed to enter or exit rooms for any reason unless directed by law enforcement.</p>
	<p>Implement evacuation when conditions outside the building or off-site are safer than inside or on-site. Requires moving or directing students and staff to move from school buildings to a pre-determined safe location</p>