

# Emergency Response Card

Oneida-Herkimer-Madison BOCES

<b><u>SHELTER-IN-PLACE</u></b>	<b><u>HOLD-IN-PLACE</u></b>	<b><u>EVACUATE</u></b>
Used to shelter students and staff inside the building.	Used to limit movement of students and staff while dealing with short term emergencies.	Used to evacuate students and staff from the building.
Listen for instructions about the situation and your actions.  Students in hallways should return to assigned classroom, if possible.  Classroom teachers, take attendance.  All other staff assist students, as needed.  Move away from windows, if situation warrants.  If instructed, move out of classroom to designated safe area. Stay together at all times.  Take attendance.  Listen for updates.	Listen for instructions about the situation and your actions.  Students in hallways should return to assigned classroom, if possible.  Classroom teachers, take attendance.  All other staff assist students, as needed.  Listen for updates.	Listen for instructions about the situation and your actions.  Lead students to designated assembly or announced assembly area. Use secondary route, if necessary.  Bring attendance list and class roster.  Close the classroom door after exiting.  Take attendance when safe to do so.  If evacuating off site, take attendance before moving from and upon arrival at off site location.  Listen for updates.

<b><u>LOCKOUT</u></b>	<b><u>LOCKDOWN</u></b>
Used to secure school buildings & grounds during incidents that pose an imminent concern outside of the school.	Used to secure school buildings & grounds during incidents that pose an immediate threat of violence in or around the school.
Listen for instructions regarding the situation and your actions.  Lock all exterior windows.  Leave blinds/lights as they are.  Take attendance.  After initial instructions listen for updates.  Classroom instruction continues as normal.  All outdoor activities are terminated.  Listen for updates.	When you hear lockdown announced, you should move quickly to execute the following actions.  If safe, gather students from hallways and common areas near your classroom.  Lock your door. Barricade if necessary.  Move students to a safe area in the classroom out of sight of the door.  Leave windows, blinds/lights as they are.  Keep everyone quiet, silence cell phones.  Take attendance, if possible.  Do not communicate through door or answer room phone.  Do not respond to P.A. announcements or fire alarm.  Stay hidden until physically released by law enforcement personnel.

**Emergency Specifics for:**

(Name) \_\_\_\_\_

(Location) \_\_\_\_\_

**Additional Emergency Information:**

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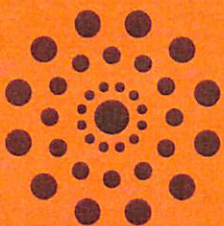
**Key Phone Numbers:**

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**BOCES**

For more copies of this card, contact the OHM BOCES  
Safety Office at 315.793.8693.