

# EMERGENCY RESPONSE GUIDE



## HOLD

### Medical Emergency/ Individual Crisis

- Move students away from the incident location. Students outside may remain outside.
- Staff should scan and keep hallways clear. Instruction and normal activity may continue unless directed via PA system. Await further instructions.
- Remain at current location until an announcement is made to resume the normally scheduled activities and movement in the building.



## LOCKDOWN

### Threat **INSIDE** the building

- Scan the hallway quickly and move students and others into the nearest room.
- Close and lock all doors. Consider putting objects in front of the door as a barricade.
- Turn off lights, stay out of sight and instruct students to stay quiet, calm and alert.
- No one should leave the room.
- In the event of a fire alarm during a lockdown, do not evacuate.
- Students and Staff: SILENCE cell phones.
- Stay put, pending further instruction. If confronted with a life or death situation, use your judgment to evade, distract or defend with any object available.



## SECURE

(inside)

### Threat **OUTSIDE** the building

- Alert and bring all students and staff inside from outside activities (recess, gym, science class, etc.)
- Close and lock exterior windows and doors. Cover exterior windows, if possible.
- Instruction and all normal indoor activity may continue unless otherwise directed.



## EVACUATE

### Threat **INSIDE** the building

- Follow posted evacuation routes, fire exit routes or exit signs to get outside. Choose the safest route.
- Teachers should bring a class roster, if possible, when leaving the building.
- Move to the designated meeting areas outside the building, a safe distance away.
- For situations involving hazardous materials, move upwind.
- Once outside at the designated meeting area, teachers should take attendance. Report any missing students to the building administrator immediately.
- Remain in the safe areas until further instruction is given or the event is cleared.



## SEVERE WEATHER

### Threat **OUTSIDE** the building

- Direct all people to the nearest severe weather shelter or safe area within the building.
- When appropriate, instruct students to "duck and cover" with backs against the wall. Remain in the sheltered areas until further instructions are given or the warning is cleared.