

EMERGENCY PROCEDURES



Until help arrives:

- Follow all instructions given over intercom or in email/Teams.
- Call 9-1-1 when needed.
- Follow steps in boxes below.

EARTHQUAKE

- Drop, cover, hold under a table or desk or against an inside wall – not in a doorway – until the shaking stops.
- Stay calm. After the shaking stops, check yourself and others for injuries.
- Listen for instructions. Evacuate the building if safe to do so.
- Report to assembly area with your class and begin attendance process.

HOLD



- All students, staff and visitors stay in classroom
- Bring anyone in hallways into classrooms to ensure hallways are clear
- Close and lock doors and continue regular classroom instruction
- Once "All Clear" is given, return to regular operations

SHELTER



- Close doors and windows, follow building plan.
- Shut off fans in classroom and close vents.
- Remain in place until told it is safe to leave.

EVACUATE



- Evacuation maps are posted in all classrooms and throughout the building.
- Follow designated evacuation plan, unless hazards exist – use alternate route with nearest exit.
- Take emergency backpack/bucket to assembly location.
- Assist anyone that has injuries or special needs.
- Ensure all building occupants have exited and are safe.
- Account for all occupants.

LOCKDOWN



- Implement ALICE, as needed, at any time.
- Lock all doors.
- Close lockdown shades and exterior blinds.
- Move away from doors and windows.
- Locate classroom emergency kit and have ready.
- Listen for communication of next steps.
- Once locked down, never open the door. Wait for law enforcement to enter room.

SUSPICIOUS OBJECT

- Do not touch or disturb material/object.
- Move away from the site of hazard/object to a safe location.
- Call 9-1-1.
- Notify administrator.
- Be prepared to evacuate.
- Follow instructions provided over intercom or other appropriate district communication method.

FIRE

- Activate the nearest fire alarm pull station and call 9-1-1.
- Evacuate building following evacuation procedures.
- Do not re-enter building until authorized by emergency response personnel.

SECURE



- Ensure all outside doors are locked.
- Close exterior blinds.
- Continue with regular indoor activities.
- Listen for communication of next steps.

SUSPICIOUS PERSON

- Do not let any suspicious person into a locked building or room.
- Do not physically confront the person.
- Begin positioning yourself to the nearest exit.
- Call 9-1-1.
- Notify building administrator and provide information about the person and their direction of travel.