



Emergency Quick Reference Guide

Call 911 for police, fire, and all life-threatening emergencies.

Fire



- When fire alarm sounds, follow staff outside.
- Report to designated evacuation staging area.
- Stay outside until All Clear.

Earthquake



- Drop to the ground, take cover under sturdy desk or table, hold on until shaking stops.
- Evacuate outside to evacuation staging site, wait for directions.

Modified Lockdown



- Exterior school doors locked, classroom doors locked and operations continue as normal. No passing unless directed by Incident Command.

Run-Hide-Fight



- In the event of an active threat on campus, run if you can, hide if you can't run, and as a last resort, be prepared to fight to protect yourself.

Shelter in Place



- Remain indoors (classroom or gym areas) and follow instructions from Incident Command.
- Classroom or gym door seals and vents should all be sealed.

Power Outage



- Shelter in place, open blinds for natural light.
- Use flashlight from emergency supplies and follow staff instructions.

Lockdown



- Secure classroom by locking door, turning off lights, and staying quiet. Follow directions from Incident Command or first responders.

Lahar Evacuation



- Once lahar siren sounds, students and staff exit outside. Students and staff move to higher ground, as directed by teacher, using assigned routes for each school site. Stay calm and follow staff instructions.

Reunification



- In case of an evacuation, families will be directed to a designated area for a safe controlled release process. All staff and students will follow building reunification instructions for a smooth reunion.
- Families must bring their IDs for the check-in process at the staging area, where their student will be released to them.

Incident Command makes reunification decisions.



Evacuation



Modified Lockdown



Lockdown



Shelter in Place



Reunification

sumnersd.org/safety

