



SHELTER SHELTER-IN- PLACE

SHELTER STUDENTS AND STAFF INSIDE THE BUILDING BECAUSE IT IS SAFER INSIDE THE BUILDING THAN OUTSIDE



HOLD HOLD-IN- PLACE

RESTRICT MOVEMENT OF STUDENTS AND STAFF WITHIN THE BUILDING WHILE DEALING WITH SHORT TERM EMERGENCIES



LOCKDOWN

SECURE STUDENTS AND STAFF INSIDE LOCKED CLASSROOMS DURING INCIDENTS THAT POSE AN IMMEDIATE THREAT OF VIOLENCE IN OR AROUND THE SCHOOL



SECURE LOCKOUT

STUDENTS AND STAFF REMAIN INSIDE LOCKED SCHOOL BUILDINGS DURING INCIDENTS THAT POSE AN IMMEDIATE CONCERN OUTSIDE OF THE SCHOOL



EVACUATE

EVACUATE STUDENTS AND STAFF FROM THE BUILDING

ACTIONS:

- Listen for instructions
- Students in hallways should return to assigned classroom, if possible
- Take attendance
- Staff assist students as needed
- Move away from windows if situation warrants
- If instructed, move out of classroom to designated safe area; take attendance upon arrival at the new location
- Stay together at all times
- Listen for updates

ACTIONS:

- Listen for instructions
- Students in hallways should return to assigned classroom, if possible
- Take attendance
- Staff assist students as needed
- Listen for updates

ACTIONS:

- If safe, gather students from hallways, common areas
- **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
- **DO NOT** communicate through the door or answer the room phone
- **ONLY** respond to PA Announcements. or Fire Alarm if there is an immediate life safety hazard based on observed conditions (smoke, fire, heat)
- If you are outside, **DO NOT** return to the building. Leave school grounds until you are in a safe location

ACTIONS:

- Lock all exterior doors and windows
- Leave blinds / lights as they are (unless directed)
- Take attendance
- After initial instructions, listen for updates
- Classroom instruction continues as normal
- **ALL OUTDOOR** activities shall cease immediately and moved indoors
- Listen for updates

ACTIONS:

- Listen for instructions
- Lead students to designated assembly area. Use secondary route, if necessary
- Students in hallways should evacuate through the nearest exit
- 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