

# HOW WILL THE SCHOOL RESPOND TO AN EMERGENCY?

When the Superintendent of Schools and/or his designee determines that an emergency response is required, there are six possible plans:

**Go-Home Plan:** Returns students to their homes and family as quickly as possible. Schools maintain the names and contact numbers of family and designated surrogates, and identify students with special needs.

**Shelter/Shelter-in-Place Plan:** Keeps students in their buildings when it is safer to stay inside than to go out. Generally, sheltering is for a short time during the school day, but the district is prepared to shelter students up to 48 hours if necessary. Areas of buildings are identified as the safest for occupants. A part of the Shelter Plan is a Stay-Put Plan. In this case, all students are directed to remain in their current classrooms until further notice. Students not in classrooms will be escorted to a supervised contained area and remain there until further notice.

**Evacuation Plan:** Requires all building occupants to leave and go somewhere else. Evacuation may mean only going outside and away from the building while waiting for the danger to pass. In some circumstances, students and staff may need to be transported and housed temporarily in another location. If it becomes necessary to move students to a secure location outside their regular school building, the school will attempt to reach all parents to notify them of the location to which their child has been moved.

**Secure Lockout Plan:** A lockout is a procedure which allows the school to continue with a normal day, but curtails outside activity, and allows no unauthorized personnel into the building. If there is a situation requiring a lockout, all doors and windows must be locked. It is most commonly used when the threat is general or the incident is occurring outside the school building, on or off school property. If this happens during the lunch sessions and the staff members are returning to the building, students and staff may enter through the coded door. Students will not be released to parent/guardian when a lockout is in progress.