



Alert  
Lockdown  
Inform  
Counter  
Evacuate



## Lambert Public Schools Emergency Reference Card

### EVACUATION

“Evacuation” is used when conditions outside are safer than inside. This will be directed by the automatic fire alarms and/or administration announcing to evacuate the building. Once the announcement/alarm is made:

- Close, but do not lock windows and doors.
- In an orderly fashion, students and staff take the closest and safest way out as posted (use secondary route if the primary route is blocked or hazardous).
- Take the classroom emergency bag.
- Go to the designated emergency assembly area, take attendance and report the status of your roll with the colored signs. green=all present and accounted for, yellow= red=
- Maintain control of class, check for injuries, and wait for further instructions.

### LOCKDOWN

“Lockdown” is used when an emergency occurs outside of the school and an evacuation would be dangerous or when there is an emergency inside and movement within the school will put students in jeopardy. Lockdown will be announced by the administration.

- Do not allow any students to leave the room.
- Take custody of any students in your immediate hallway or common area.
- Close and lock your door. Cover the window on your door. Use caution and discretion in allowing students entry into the classroom.
- Assemble students in the safest area of your room...on the floor, out of sight, away from windows and doors, with all lights turned off and shades drawn.
- Once the room is locked, take attendance. Prepare a list of missing students and extra students.
- Ignore any bells or fire alarms. Remain calm and be aware of the emotional response of your students. Keep the classroom emergency bag and prepare for a possible building evacuation.
- Utilize A.L.I.C.E. training
- When “All Clear” is announced by the administration, return to normal activity.

## SECURE YOUR ROOMS

“Secure Your Rooms” is used when there is an incident in or around the school that is sensitive or an emergency where it is most prudent for students and teachers to remain in their classrooms although classes can continue as normal.

- Do not allow any students to leave the room.
- Take custody of any students in your immediate hallway or common area.
- Close and lock your door. Cover the window on your door.
- Continue teaching as normal.
- Ignore any bells until an “All Clear” is announced and then return to normal activity.

## REVERSE EVACUATION

“Reverse Evacuation” is used when conditions inside are safer than outside and students are not in regular classrooms due to recess, lunch, directly before/after school, etc.

- Move students and staff inside as quickly as possible.
- Students and staff are to report to their grade classrooms (PreK-6) or assigned home rooms.
- Take attendance and report and missing and/or extra students using the colored attendance cards.
- Wait for further instructions.

## EVACUATION & RELOCATE

“Evacuation & Relocate” is used when a normal evacuation is not sufficient to get students and staff away from immediate danger.

- Follow the regular evacuation protocol.
- Once evacuated from the school grounds, proceed to the predetermined relocation area (Nortana).
- Continue evacuation protocol by taking attendance and reporting results to administration.

### Teachers and Staff – General responsibilities during an emergency:

- First Priority: The safety and accountability of our students. Implement procedures to account for and protect them.
- Stay with assigned students throughout an emergency, unless otherwise assigned or until released by administration or until every student has been officially released.
- Remain calm and matter of fact. Students will respond to how you act and react to a situation.
- When possible, assist other teachers and staff that are responding to an emergency, even if it's only to call for help; don't, however, compromise the safety of students or become a victim in the process.
- Teachers with students in rooms other than their own, like the library, should act as they would in their own rooms. Keep student safe, take attendance, and wait.
- Regularly report the status of students, especially if there are injuries or students needing assistance.