






# S.H.E.L.L.

## Emergency Response Card

### Whitesboro Central School District

<b><u>SHELTER-IN-PLACE</u></b>	<b><u>HOLD-IN-PLACE</u></b>	<b><u>EVACUATE</u></b>
 <p>Used to shelter students and staff inside the building.</p>	 <p>Used to limit movement of students and staff while dealing with short-term emergencies.</p>	 <p>Used to evacuate students and staff from the building.</p>
<p>Listen for instructions about the situation and your actions.</p> <p>Students in hallways should return to assigned classroom, if possible.</p> <p>Classroom teachers, take attendance.</p> <p>All other staff assist students, as needed.</p> <p>Move away from windows, if situation warrants.</p> <p>If instructed, move out of classroom to designated safe area. Stay together at all times.</p> <p>Take attendance.</p> <p>Listen for updates.</p>	<p>Listen for instructions about the situation and your actions.</p> <p>Students in hallways should return to assigned classroom, if possible.</p> <p>Classroom teachers, take attendance.</p> <p>All other staff assist students, as needed.</p> <p>Listen for updates.</p>	<p>Listen for instructions about the situation and your actions.</p> <p>Lead students to designated assembly or announced assembly area. Use secondary route, if necessary.</p> <p>Bring attendance list and class roster.</p> <p>Close the classroom door after exiting.</p> <p>Take attendance when safe to do so.</p> <p>If evacuating off-site, take attendance before moving from and upon arrival at off-site location.</p> <p>Listen for updates.</p>

<b><u>LOCKOUT</u></b>	<b><u>LOCKDOWN</u></b>
 <p>Used to secure school buildings &amp; grounds during incidents that pose an imminent concern outside of the school.</p>	 <p>Used to secure school buildings &amp; grounds during incidents that pose an immediate threat of violence in or around the school.</p>
<p>Listen for instructions regarding the situation and your actions.</p> <p>Lock all exterior windows.</p> <p>Leave blinds/lights as they are.</p> <p>Take attendance.</p> <p>After initial instructions, listen for updates.</p> <p>Classroom instruction continues as normal.</p> <p>All outdoor activities are terminated.</p> <p>Listen for updates.</p>	<p>When you hear lockdown announced, you should move quickly to execute the following actions.</p> <p>If safe, gather students from hallways and common areas near your classroom.</p> <p>Lock your door. Barricade, if necessary.</p> <p>Move students to a safe area in the classroom out of sight of the door.</p> <p>Leave windows, blinds/lights as they are.</p> <p>Keep everyone quiet, silence cell phones.</p> <p>Take attendance, if possible.</p> <p>Do not communicate through door or answer room phone.</p> <p>Do not respond to P.A. announcements or fire alarm.</p> <p>Stay hidden until physically released by law enforcement personnel.</p>

## Emergency Specifics for:

(Name) \_\_\_\_\_

(Location) \_\_\_\_\_

## Additional Emergency Information:

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## Key Phone Numbers:

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## Review S.H.E.L.L procedures with students.

Some important points to emphasize include:

- **What** should they do if they aren't in the classroom (hallway, bathroom) when an emergency happens?
- **Where** should they go if they aren't in the classroom (hallway, bathroom) when an emergency happens?
- **Where** is the safe zone in the classroom? Demonstrate where it is.
- **Discuss** the importance of staying quiet during drills/emergencies and listening to teachers for instruction.
- "See Something, Say Something!" **Remind** students of how important it is and that they are the eyes and ears of the school.

**Safety is everyone's job!**



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**BOCES**

For more copies of this card, contact  
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