



EMERGENCY PROCEDURES AT-A-GLANCE

Update May 2026

HOLD	SHELTER-IN-PLACE	LOCKDOWN	EVACUATION
<i>Initiation of Hold may include:</i> • Campus disruption • Potential dangerous activity in the surrounding neighborhood • Animal on campus <u>Adult/Staff:</u> • Move classes indoors • Lock the door • Notify Admin of additional or injured students through InformaCast • Monitor InformaCast for updates • Continue teaching until "All Clear." • Do not allow movement in/out of the classroom • DO NOT use status cards <u>Students:</u> • Return to or remain in your classroom • Continue business as usual until "All Clear." <i>During Passing Period</i> • Go back to your previous classroom <i>During Lunch</i> • Listen for instructions	<i>Hazards may include:</i> • Earthquake • Hazmat • Weather <u>Adult/Staff:</u> • Move classes indoors • Lock doors • Follow appropriate safety strategies • Notify Admin of additional or injured students through InformaCast • Monitor InformaCast for updates • Do not allow movement in or out of the classroom • Use status cards at your discretion • Continue teaching if possible <i>Safety strategies may include:</i> • Drop, cover, and hold • Seal the room • Consider evacuation <u>Students:</u> • Return to or remain in your classroom • Continue business as usual until "All Clear." <i>During Passing Period</i> • Go back to your previous classroom <i>During Lunch</i> • Listen for instructions	<i>Initiation for a Lockdown may include:</i> • Active Shooter • An Assailant • An Intruder <u>Adult/Staff:</u> • RUN-Go to the closest classroom or building. Consider leaving campus if you are outside & the threat is inside • Assist as many others as possible to do the same • Lock & barricade the door • Turn off the lights, close all windows and blinds • HIDE-Get out of sight, and if possible, use furniture to hide behind. Remain calm and quiet. • Silence cell phones and DO NOT post on social media • Notify Admin of additional or injured students through InformaCast • DO NOT OPEN THE DOOR • Do not allow movement in or out of the classroom • FIGHT-Locate items to use as "defense weapons." • Monitor InformaCast for updates • Do NOT use status cards • Wait for law enforcement or FCUSD Admin to unlock your classroom <u>Students:</u> • Return to or remain in your classroom • Continue business as usual until "All Clear." <i>During Passing Period</i> • Go back to your previous classroom <i>During Lunch</i> • Listen for instructions	<i>Initiation of an Evacuation may include:</i> • Fire • Gas Leak • Bomb Threat <u>Adult/Staff:</u> • Assemble students at the door • Open the door and confirm no immediate danger • Lead students to the evacuation location in a single file line • Bring the students' roster and red folder • Notify Admin of additional or injured students through InformaCast • Monitor InformaCast for updates • Use status cards at your discretion <u>Students:</u> • Leave personal belongings behind • Follow instruction <i>During Passing Period</i> • Go to your previous classroom's evacuation zone <i>During Lunch</i> • Listen for instructions