

LOCKDOWN

Purpose: This protocol is used when there is a threat of violence or serious incident that could jeopardize the safety of students/staff (e.g., intruder, active threat, hostage incident, gang violence, etc.).

General Staff Procedures

- Initiate LOCKDOWN procedures by making the following announcement:

**"LOCKDOWN, LOCKDOWN, LOCKDOWN!
IMMEDIATELY FOLLOW EMERGENCY PROCEDURES AND AWAIT FURTHER INSTRUCTIONS.
LOCK DOWN, LOCKDOWN, LOCKDOWN!"**

- Any staff member should call 9-1-1 and identify the name and address of the school, describe the emergency, indicate that the school is going into lockdown, provide a description of suspect(s) and weapon(s) if known, and identify the location of the primary school staff, or command post.

If safe to do so:
- The staff member should remain on the phone to provide updates and additional information to the emergency dispatcher.
- Notify staff and classes outside to immediately move to the off-campus assembly area(s), account for the students and be prepared to evacuate off-campus to a relocation site.
- Notify transportation department to stop all in-bound buses and redirect them to designated sites.
- Notify the District Office.
- Stay by the phones to wait for additional procedures from the District Office.
- Remotely check status of classrooms via a public address system, telephone, e-mail, or other methods.
- Find and secure yourselves and any students in a safe location.
- Assist in establishing the school command post.
- Follow emergency lockdown procedures and await further instructions.

LOCKDOWN (CONT'D.)

Custodial/Maintenance Staff

- Close and lock all delivery doors.
- Direct any students/staff members, contractors, delivery drivers, or repairmen located inside the building into a safe area and lock the door.
- If possible, find and secure yourselves and any additional students or bystanders in a safe location

Teachers

- Quickly check the hall for students.
- Lock door (s) and close shades/shutters on doors.
- Lock windows and close shades/shutters on windows.
- Turn off lights and computer monitors.
- Move to least visible area of room.
- Remain silent.
- Turn all student cell phones *off*--teacher cell phones to "vibrate."
- Verify attendance.
- Put signal cards in place.
- Await further instructions.

SEVERE WEATHER

Purpose: This protocol is used when there is a severe weather-related incident that could jeopardize the safety of students/staff.

Watch: A precautionary alert issued when conditions are favorable for the development of severe weather in a specific area.

Warning: Issued when severe weather has actually been sighted or indicated by radar in a specific area.

Note: At the first sign of severe weather, all students/staff outside should return to the building.

Administrator's Responsibilities

- Office staff to monitor the early warning (NOAA) weather radio.
- Upon activation, office staff shall notify the District Office.
- Principal/administrator should monitor developing weather conditions.
- If necessary, initiate shelter-in-place procedures.
- If conditions warrant protective measures to be taken, order students/staff to proceed to the shelter area.
- If there is a medical emergency, **call 9-1-1.**
- Principal/administrator announces when students/staff are to return to their rooms.
- If damage has occurred to the building, the principal/administrator is to evacuate the affected areas/campus.
- Discourage the release of students/staff until the severe weather passes.

Staff Responsibilities

- Upon the order to shelter-in-place the students, proceed to the shelter area.
- If possible, take the record/attendance book.
- Account for all students. Report missing students to the office.
- If there is a medical emergency, call 9-1-1.
- Notify the principal/administrator, as soon as possible.
- Keep students quiet and calm.

SEVERE WEATHER (CONT'D.)

Custodial Staff Responsibilities

- Monitor developing weather conditions.
- Contact the principal/administrator for direction.
- If conditions warrant protective measures to be taken, assist students/staff to proceed to the shelter area.
- If there is a medical emergency, call **9-1-1**.
- If damage has occurred to the building, evacuate the affected areas/campus.

EVACUATION

Purpose: This protocol is used whenever it is determined that it is safer outside than inside the building (e.g., fire, explosion, hazardous material spill inside, structural failure, etc.).

Principal or Designee

- CALL 9-1-1, identify the name of the school, describe the emergency, indicate the school is evacuating, and identify the location of the primary school staff, and/or command post.
- If necessary, activate the fire alarm or designated audible warning device.
- If a non-alarm incident occurs, make the following announcement using the public address system, two way radio, telephone, or megaphone (as applicable):

"YOUR ATTENTION, PLEASE. WE ARE EVACUATING THE BUILDING DUE TO <DESCRIBE EMERGENCY>. TEACHERS ARE TO MOVE THEIR STUDENTS TO THEIR DESIGNATED ASSEMBLY AREA. TEACHERS, TAKE YOUR GO-KITS, CLASS ROSTERS, AND OBTAIN ACCOUNTABILITY AT THE ASSEMBLY AREA."

- Notify the District Office of the school evacuation.
- If necessary, designate a staff member to contact the transportation department or bus service to take students to the alternate off-campus relocation site.

Office/Administrative Staff

- Take visitor log, student sign-out sheet, and Go-Kit to the designated assembly area.
- If feasible and safe to do so, check the restrooms, hallways, and common areas for visitors, staff, and students while exiting.
- Obtain accountability information from teachers and inform the principal of any missing students/staff.

Teachers

- Instruct students to evacuate the building, using the safest route, and report to the assigned assembly area. If possible, designate a student leader to help move your class to the assembly area.
- Close your door and turn off the lights.
- If the exit route is blocked, follow an alternate exit route.
- Bring your class rosters, phone lists, student medications, and Go-Kit, if available.

EVACUATION (CONT'D.)

- If feasible and safe to do so, check the restrooms, hallways, and common areas for visitors, staff and students while exiting.
- Take attendance, specially noting any students in other activities or services such as band, choir, speech, etc., that are missing.
- Remain in the assembly area until provided with further instructions. Support Staff

Support Staff

- Return all of your students to their classroom's designated assembly areas or a buddy teacher, avoiding area(s) of hazard.
- Report to the designated assembly area for possible assignment in another capacity as the incident unfolds.

SHELTER-IN-PLACE

Purpose: This protocol provides a refuge for students/staff and the public inside the school building during an emergency such as severe weather or hazardous material release outdoors. Shelters are located in areas of the building that maximize the safety of occupants. Shelter-in-place is used when evacuation would place people at risk. Shelters may change depending on the emergency.

Principal or Designee

- Make the following announcement (or equivalent) using the building public address system, two-way radio, telephone, or megaphone:

"YOUR ATTENTION, PLEASE. WE ARE IMMEDIATELY IMPLEMENTING SHELTER-IN-PLACE PROCEDURES DUE TO <DESCRIBE EMERGENCY>. STUDENTS AND STAFF ARE DIRECTED TO MOVE TO THEIR DESIGNATED SHELTER LOCATIONS AND SAFE AREAS. ALL STAFF AND STUDENTS OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM."

- Order students/staff outside to move inside the building. Use the building public address system, megaphone, two-way radio, telephones, or runners to gather staff and students inside. Note: Ensure persons entering the building from a potentially contaminated environment **DO NOT** integrate with those already inside to avoid cross-contamination concerns.
- Direct staff to close all windows and doors.
- Monitor building entry to be at only controlled points.
- If warranted, order the shut-off of heating, ventilation and air conditioning systems to stop the inflow of outside air into the building.
- Notify district office that the school is **"SHELTERING-IN-PLACE."**
- If a severe weather event, monitor the National Oceanic and Atmospheric Administration (NOAA) radio.
- Monitors all student movement including class exchanges.
- Be prepared to announce change in status.

Custodial/Maintenance Staff

If necessary:

- Turn off heating, ventilation, and air conditioning systems.
- Post shelter-in-place cards at the primary entrances to the building(s).

SHELTER-IN-PLACE (CONT'D.)

- Insure all exterior entrances are secured.

Teachers

If necessary:

- Move students into designated safe areas such as inside rooms with no windows, bathrooms, utility closets, and hallway without large windows or doors.
- Close classroom doors and windows, if leaving.
- Have everyone kneel down and be ready to cover their heads to protect from debris.
- If outside, direct students into the nearest school building interior safe area or other appropriate shelter.
 - For severe weather, if there is no time to get into a building or shelter, attempt to squat or lie low, in the nearest ravine, open ditch, or low spot away from trees and power poles.
 - If movement into the building would expose persons to hazardous chemical plume, teachers should move to designated outdoor assembly areas upwind or cross-wind from the spill.
- Move students from portable classrooms to an interior safe area in a permanent structure.
- If remaining in the classroom, lock/secure the room and continue activities within building if safe to do so.