

EMERGENCY RESPONSE ACTIONS

IN AN EMERGENCY DIAL 9-1-1

EMERGENCY PROTOCOLS



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|--|---|---|--|--|
| HOLD!
In your room or area. Clear the halls. | SECURE!
Get inside. Lock outside doors. | LOCKDOWN! | EVACUATE!
(A location may be specified) | SHELTER!
Hazard and safety strategy. |
| <ul style="list-style-type: none">Close and lock the doorAccount for students and adultsDo business as usual | <ul style="list-style-type: none">Bring everyone indoorsLock outside doorsIncrease situational awarenessAccount for students and adultsDo business as usual | <ul style="list-style-type: none">Recover students from hallway if possibleLock the classroom doorTurn out the lightsMove away from sightMaintain silenceDo not open the doorPrepare to evade or defend | <ul style="list-style-type: none">Lead students to evacuation locationAccount for students and adultsNotify if missing, extra or injured students and adults | <ul style="list-style-type: none">Lead safety strategyAccount for missing students and adultsNotify if missing, extra or injured students and adults |

BOMB THREAT OR SUSPICIOUS OBJECT

- Do NOT touch or attempt to move any suspicious object
- Scan area for other suspicious objects
- Do NOT use cellular phone near object
- Immediately leave the area
- Report information to your school administrator
- If safe to do so, advise others to avoid the area
- Listen to instructions of emergency personnel

MISSING STUDENT

- Verify student attendance or missing status
- Notify school administrator
- Overhead announce for student to report to main office
- Call 911
- Establish perimeter confinement of school grounds
- Conduct a rapid ground search by school staff
- Determine who last saw missing student and try to protect location from contamination
- Have physical/clothing description and photo available for first responders

EARTHQUAKE

- If inside, stand in a doorway or under sturdy furniture
- Avoid windows, hanging objects or tall furniture which can topple over
- Stay where you are until shaking stops
- When shaking stops, evacuate building. Do NOT use elevators
- If outside, move to a clear area away from trees, poles or buildings

MEDICAL EMERGENCY

- Immediately call 9-1-1
- Notify school nurse
- Do not attempt to move injured person(s)
- Provide as much information as possible to operator
- Follow instructions of the 9-1-1 operator
- Provide the care you are competent or trained to provide
- Stay with the victim until assistance arrives

POWER OUTAGE

- Be aware of downed electrical wires
- Follow instructions of your school administrator or emergency personnel
- Unplug any voltage sensitive equipment
- If instructed to evacuate, move cautiously towards illuminated exit signs
- Do not use elevators

SUSPICIOUS ACTIVITY

- If you witness a suspicious person or activity, immediately call your school administrator or dial 9-1-1
- Provide as much detail as possible (location, description)
- Do not confront anyone
- Maintain a safe distance from individual(s)



VIOLENT INTRUDER ACTIVE SHOOTER

- Quickly assess the situation and immediately inform others of the threat
- Determine your response actions
- If the school is placed in "lockdown" find a safe place to hide
- Once in a safe location and only if safe to do so, contact 9-1-1 and follow instructions
- If in a "lockdown" do not leave your position until emergency personnel or your school administrator gives the all clear
- Depending on the situation and the location of the threat, consider evacuating the building

FIRE / FIRE ALARM

- If you hear the fire alarm, leave the building immediately
- If you see or smell smoke, pull the fire alarm as you exit the building
- If school is in "lockdown" assess the situation to determine fire hazard before evacuating
- Do NOT re-enter the building until advised by emergency responders or your school administrator

WEATHER EMERGENCY

- If outside, seek shelter immediately
- Be aware of downed wires and falling objects
- Close doors and windows
- Avoid being next to windows as much as possible
- Stay inside until storm has passed
- Follow instructions of security or other school officials