

# EMERGENCY RESPONSE ACTIONS

## IN AN EMERGENCY DIAL 9-1-1

### EMERGENCY PROTOCOLS



#### LOCKOUT

Secure the Perimeter

- Students Return to inside of building(s)
- Continue with classes as scheduled
- Take attendance and account for students

#### LOCKDOWN

"Locks, Lights and Out of Sight"

- Lock the classroom/office door
- Turn off lights
- Move to a safe place and get out of sight
- Silence cell phones
- Account for students
- Wait for emergency responders

#### EVACUATE

- Leave things behind
- Form single-file lines
- Move calmly to exits
- Follow instructions of school officials
- Faculty/Staff lead students to evacuation location
- Account for all students/staff

#### SHELTER

- Seek shelter if outside
- Turn off all fans and air conditioners if possible
- Stay inside until informed it is safe to leave
- Follow instruction of emergency personnel

### 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

### 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

### 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

### 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

### 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

### 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

### 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

### 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)



### 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