## EMERGENCY RESPONSE ACTIONS

### IN AN EMERGENCY DIAL 9-1-1

#### EMERGENCY PROTOCOLS

<table>
<thead>
<tr>
<th>Type</th>
<th>Protocol</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LOCKOUT</strong></td>
<td>Secure the Perimeter</td>
</tr>
<tr>
<td>Students Return to inside of building(s)</td>
<td>Continue with classes as scheduled</td>
</tr>
<tr>
<td>Take attendance and account for students</td>
<td></td>
</tr>
<tr>
<td><strong>LOCKDOWN</strong></td>
<td>“Locks, Lights and Out of Sight”</td>
</tr>
<tr>
<td>Lock the classroom/office door</td>
<td>Turn off lights</td>
</tr>
<tr>
<td>Move to a safe place and get out of sight</td>
<td>Silence cell phones</td>
</tr>
<tr>
<td>Account for students</td>
<td>Wait for emergency responders</td>
</tr>
<tr>
<td><strong>EVACUATE</strong></td>
<td>Leave things behind</td>
</tr>
<tr>
<td>Form single-file lines</td>
<td>Move calmly to exits</td>
</tr>
<tr>
<td>Follow instructions of school officials</td>
<td>Faculty/Staff lead students to evacuation location</td>
</tr>
<tr>
<td>Account for all students/staff</td>
<td></td>
</tr>
<tr>
<td><strong>SHELTER</strong></td>
<td>Seek shelter if outside</td>
</tr>
<tr>
<td>Turn off all fans and air conditioners if possible</td>
<td>Stay inside until informed it is safe to leave</td>
</tr>
<tr>
<td>Follow instruction of emergency personnel</td>
<td></td>
</tr>
</tbody>
</table>

#### 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

#### 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)

#### 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

#### 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
- 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