

LOCKDOWN!

Intruder on Campus

An administrator will announce over the PA system:

“Lockdown! Locks, Lights, Out of Sight! Lockdown! Locks, Lights Out of Sight!”

Take a few seconds to scan for any students who are in the vicinity of the classroom. Even if the student is not in your class, bring them into your room.

Lock all doors and windows. Lights out!

Move away from windows or line of sight.

Maintain silence.

Do not open doors for anyone until directed to do so by an administrator

Log on to your email and keep it open for further directions and updates.

As soon as possible, take attendance and account for all students in your classroom.

Do not use your classroom phones, wait for the main office to call you. When you are called have the following information ready in the following order:

Are all students accounted for in your room? (Include IWE's) if no, who is missing?

Do you have any extra students? If yes, who?

Is anyone injured? If yes, who and how severely?

Any further information you feel is pertinent for the crisis team to have.

In the case of a life-threatening emergency contact an administrator via cell phone.

If students want to contact family members, direct them to text so as to minimize sound heard outside the room. Reassure students and encourage them to communicate that they are safe and locked down in a classroom with their teacher until the incident is resolved. Information will be sent to parents via robo-call and email.

LOCKOUT!

Bomb Threat / Chemical Hazard

An administrator will announce over the PA:

“Lockout! Secure the perimeter! Lockout! Secure the perimeter!”

Take a few seconds to scan for any students who are in the vicinity of the classroom. Even if the student is not in your class, bring them into your room.

Lock all doors and windows. Turn off ventilation system.

Do not open doors for anyone until directed to do so by an administrator.

Class shall be conducted **as normal** during a LOCKOUT, although the bell does not dismiss students.

Log on to your email and keep it open for further directions and updates.

As soon as possible, take attendance and account for all students in your classroom.

Do not use your classroom phones, wait for the main office to call you. When you are called, have the following information ready in the following order:

Are all students accounted for in your room? (Include IWE's) if no, who is missing?

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EVACUATE!

Fire

- Turn off your lights
- Evacuate as soon as you hear the alarm.
- In a true Fire Evacuation, leave your door unlocked. If it is an announced "DRILL", lock your door.
- Bring your red clipboard and roll book so that you can take attendance once you have reported to your assigned spot
- Move AWAY from all access roads and thoroughfares; students should assemble on an athletic field.

- Make sure you hold your red or green sign up high so it is visible (signs are on your clipboard).
RED = someone is missing GREEN = everyone is accounted for
- If you are on a prep period, you still need to report to the assigned athletic field for accounting purposes

- Instructional Aides are to stay with their assigned teacher
- Stay with your class and await further directions from an administrator or other designee.

SHELTER!

Earthquake

At the first indication of movement, DROP to the ground. Getting to the ground prevents being thrown to the ground.

Seek protective COVER under, or near, desks, tables or chairs in a kneeling or sitting position.

HOLD onto the table or chair legs. Holding onto the legs prevents it from moving away from you during the quake. Cover your eyes with your arm to protect your eyes from flying glass and debris.

Remain in the DROP position until the movement ends. Be prepared to DROP, COVER and HOLD during aftershocks.

After ground movement ends, check for injuries.

Begin EVACUATE! Procedures.

Leave your door unlocked. Bring your red clipboard and roll book so that you can take attendance once you have reported to your assigned athletic field. In the event that the field is unsafe, move to an open area, away from power lines and other overhead hazards.

Move AWAY from all roads and thoroughfares; students should assemble on the athletic fields.

Make sure you hold your red or green sign up high so it is visible (signs are on your clipboard).

RED = someone is missing GREEN = everyone is accounted for

If you are on a prep period, you need to report to the assigned athletic field for accounting purposes.

Instructional Aides are to stay with their assigned teacher.

Stay with your class and await further directions from an administrator or other designee.