SHHS
Emergency Preparedness Information

To prepare students for responding to an emergency situation.
Lockdown

For use to protect building occupants from potential dangers on or near campus

When the announcement is made:

• Clear the halls and report to the nearest classroom.
• Help close and lock all doors and windows.
• Do not leave or open/unlock doors/windows for any reason.
• Stay away from all doors and windows. Move to the interior walls and remain out of sight. Try to hide.
• Lights will be turned off. Be quiet!
• Teacher will take attendance—if you are in a random classroom, quietly provide the teacher with your name and ID#.
• IF you find yourself locked out – Hide, Run, or Fight the threat.
• Wait for the “All Clear” signal or further instructions.
Fire Evacuation

For use when conditions outside are safer than inside.

When the announcement is made or alarm sounded:

• Listen for instructions.
• Provide immediate First Aid if needed—Check on your classmates and report injuries to the teacher.
• When directed, evacuate to the Emergency Assembly Area (EAA) by the route designated for your classroom.
• Teacher will secure the GREEN (All Clear Sign) OR RED (Need Assistance Sign) onto the classroom or office door.
• At the EAA, look for your Period 2 teacher’s name so they can take roll!
• Stay with your Period 2 teacher and classmates.
• Wait for further instructions
• IF YOUR PARENT ARRIVES TO PICK YOU UP – LET YOUR TEACHER OR A STAFF MEMBER KNOW!
Earthquake (Drop, Cover, Hold)

For use in earthquake or other imminent danger to buildings or immediate surroundings.

• **DROP** to the floor, take cover under a desk or table, and face away from the windows
• **COVER** your eyes with your arms
• **HOLD** onto the table or desk legs, and maintain present location/position
• Wait for further instructions
• Check on your classmates and report injuries—be aware of your surroundings
• Teacher will secure the **GREEN (All Clear Sign)** OR **RED (Need Assistance Sign)** onto the classroom or office door.
• When directed, evacuate to the **Emergency Assembly Area (EAA)** by the route designated for your classroom.
• At the EAA, look for your Period 2 teacher’s name so they can take roll!
• Stay with your Period 2 teacher and classmates.
• **IF YOUR PARENT ARRIVES TO PICK YOU UP – LET YOUR TEACHER OR A STAFF MEMBER KNOW!**
Active Threat in Vicinity

*For use as a last resort and only when your life or another’s is in imminent danger*

Use most available and prudent option:

- **LOCKDOWN** – Close and lock all doors, block entry to your area (your room or office).
- **EVACUATE** – Leave personal belongings behind, keep hands visible, use planned escape route.
- **HIDE OUT** – Hide in an area out of the threat’s view. Silence your cell phone ringer; call 911 when safe to do so, remain in place until “all clear” is given.
- **TAKE ACTION** – As a last resort, attempt to incapacitate the threat. Use physical aggression and action to overpower the threat. Call for assistance to others in the area. Call or request for someone to call 911 when it is safe to do so.
**Emergency Assembly Area 2021-2022**

<table>
<thead>
<tr>
<th>Group F</th>
<th>Group G</th>
<th>Group H</th>
<th>Group I</th>
<th>Group J</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peoples</td>
<td>Colomac</td>
<td>Hua</td>
<td>Morris</td>
<td>Tong</td>
</tr>
<tr>
<td>Li</td>
<td>Schade</td>
<td>Durham</td>
<td>Debacker</td>
<td>Bordy</td>
</tr>
<tr>
<td>Wall</td>
<td>Gartner</td>
<td>Johnson</td>
<td>Shia</td>
<td>Morales</td>
</tr>
<tr>
<td>“Volen”</td>
<td>Tan, S*</td>
<td>Tan, M*</td>
<td>Bradburn*</td>
<td>Torres*</td>
</tr>
</tbody>
</table>

First Class to arrive opens double gate.

<table>
<thead>
<tr>
<th>Group A</th>
<th>Group B</th>
<th>Group C</th>
<th>Group D</th>
<th>Group E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paris*</td>
<td>Butler*</td>
<td>Boxdorfer*</td>
<td>Gordon, S.*</td>
<td>Kim, J*</td>
</tr>
<tr>
<td>Lee</td>
<td>Lara</td>
<td>McCarthy</td>
<td>Wolf</td>
<td>Admin Office</td>
</tr>
<tr>
<td>Wellen</td>
<td>Enrico</td>
<td>Abbott</td>
<td>Gordon, J</td>
<td>Teachers or Staff w/ conf or No Students</td>
</tr>
</tbody>
</table>

**POOL**

- Basketball Courts
- Ag Evacuate to N. end of Ag Farm

**Teachers**: Take roll and then send a responsible student with your completed Attendance Roster to your group leader as quickly as possible.

*Group Leaders return the completed forms to the Admin Area.*
Reminders for Students During the Drills:

- Wear comfortable clothes and shoes appropriate for the DUCK, COVER, AND HOLD drill and standing on the black top for the entire drill.

- In the event of an actual emergency evacuation, **always report to your 2\textsuperscript{nd} period teacher at the EAA** – even if it occurs at a time when you are not in class (e.g. passing period, break, lunch).