

Emergency Procedures

1. Evacuation/Fire Drill

For use when conditions outside are safer than inside.

When the announcement is made or alarm sounded:

- Take the closest or safest way out **as posted** (use an alternate route if primary route is blocked or hazardous)
- **Take roll book, attendance, teacher sign, and disaster kit if readily available.**
- Assist those needing special assistance
- Lock door
- Place “All Clear” green sign outside the door if the room is clear of injured students
- Report to designated Assembly Area
- Take attendance for student accounting
- Wait for further instructions or alarm for release.

2. Drop, Cover, Hold (Earthquake)

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

When the command “**drop**” is made, instruct students to:

- **DROP** to the floor, take cover under a desk or table and face away from the windows
- **COVER** eyes with their arms
- **HOLD** on to the table or desk legs, and maintain present location/position
- Assist those needing special assistance
- Wait for further instructions

3. Lockdown

For use to protect building occupants from potential dangers on the campus

When the announcement is made:

- Students are to be cleared from the halls and report to the nearest classroom
- Assist those that need special assistance
- Close and lock all doors and windows. Do not leave for any reason
- Cover all room and door windows when possible
- Stay away from all doors and window. Move to the interior walls and drop to floor.
- Shut off the lights and instruct students to be quiet.
- Silence cell phone ringers.
- Wait for the “all clear” signal or further instructions

4. Active Threat in Vicinity

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.