Lockdown

Imminent danger or threat of an intruder

Secure Building

Suspicious activity, crime or medical emergency

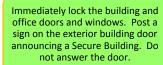
Evacuate

Fire alarm, gas leak, or special direction from emergency responders

Extreme Weather

Hurricane, Lightning, or Tornado

Immediately direct visitors, students, and staff to hide in an appropriate location in the office (vault, enclosed conference room, bathroom, etc). Make the "Lockdown" call over the walkie talkie for the benefit of classes



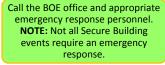
Give explicit directions to students, staff members, and visitors regarding the need to evacuate the building.

Give specific directions to students and visitors on safety procedures and safe zones in the school.



outside of the school building.

If safe to do so, immediately lock office doors and windows. Turn lights off. Draw shades on door and windows. Post sign on exterior building door announcing Lockdown.



Call the bus company to inform them that an evacuation has been ordered and buses need to report to the school.

After a call for action is made, guide all students to clear hallways. Seek refuge in classrooms or designated safe zones.



Do not admit anyone into the building. Visitors outside of the building should return to their cars or leave the premesis.

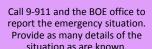


Move all students and visitors who

are in the Main Office to another

Bring walkie talkies, attendance lists, visitor sign-in/out list, staff sign-in/out list, and emergency jump bag with you when you evacuate. Congregate on the

Check and gather emergency supplies. Collect batteries, flashlights, blankets, medical supplies, and the staff skills audit list.





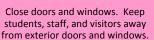
Shut off the bells to prevent confusion about how teachers should handle passing time. Announcements must be made to inform passing during a Secure Building.



Ensure the Area of Refuge main panel is being monitored.

center island by the main

driveway.





Remain silent. Record the names of the staff members, students, and visitors in your location to account for their attendance.



Power School in the event that the

security protocol changes to a

lockdown.

threat/crisis, use the walkie talkie to inform outside classes of the need to move indoors.

When there is an external



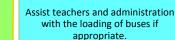
Cross-reference attendance with the administration and area paraprofessionals to ensure all students, staff, visitors, and contractors have been accounted for.



Collect attendance and maintain a paper copy. Paper copy of attendance is mandatory in the event of a power outage.

Collect and cross-reference the emailed classroom attendance to account for missing students. Maintain this record until it is requested by safety personnel.





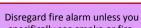


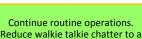
Keep walkie talkies silent and maintain radio silence as much as possible. Do not answer the office phone unless instructed to do so.

Stay alert. Report any unusual activity observed outside.



Disregard fire alarm unless you specifically see smoke or fire or are directed by an announcement.





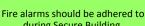
minimum. Answer phones but

respond to questions about the crisis with the approved set of information.

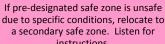
Reduce walkie talkie chatter to a minimum



specifically see smoke or fire.



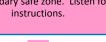
If a bomb threat, do NOT use cell phones or walkie talkies. Monitor students to ensure they do not use cell phones.



If extreme life threatening danger is perceived as imminent to yourself or students, be prepared to exit your safe area through any means or be prepared to defend yourself or your students.



The event is officially ended by an announcement. Remain in the safe area until notified. Monitor student behavior. Retake attendance upon re-entry.



The event is officially ended by a Public Safety, State Police, or School Administration official unlocking your door and announcing an all clear.

announcement. However, a a second means of ending the episode.

