



A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found in every *Comprehensive School Site Safety Plan*.



FACILITY ALERT

GET INSIDE AND LOCK OUTSIDE DOORS

FACILITY ALERT is called when there is a threat/hazard outside of the school that may potentially impact the site.



STUDENTS:

- Return to inside of building
- Do business as usual

TEACHERS:

- Instruct passing students to return to assigned classroom immediately
- Increase situational awareness and **lock doors**

- Do business as usual, regular instruction continues
- Take attendance, account for students and all stay inside

LOCKDOWN

LOCKS, LIGHTS, OUT OF SIGHT, SAFE ZONE

LOCKDOWN is called when there is a threat or hazard inside the school building. *Nobody will be allowed in or out of the facility.*



Lockdown

STUDENTS:

- Get inside and move away from windows
- Maintain silence
- Quiet all cell phones
- Get in the Safe Zone

TEACHERS:

- Lock classroom door
- Lights out
- Move away from windows and maintain silence
- Wait for First Responders or admin to open door
- Take attendance, account for students and wait for further instructions via email or text

EVACUATION

MOVE TO ASSIGNED EVACUATION LOCATION IMMEDIATELY

EVACUATION is implemented when conditions make it unsafe to remain in the building.



STUDENTS:

- Leave your belongings behind
- Form a single file line
- Show your hands, if applicable (Active Intruder situation)
- Be prepared for alternative location during response

TEACHERS:

- Grab attendance sheet, if possible
- Lead students to evacuation location
- Take attendance, account for students
- Report attendance to admin once in the evacuation location

EVACUATE

TO AN OFF-SITE LOCATION

EVACUATION TO AN OFF-SITE LOCATION is called to move students and staff from one location to another off-site location.



STUDENTS:

- Leave your belongings behind
- Form a single file line
- Show your hands (Active Intruder situation)
- Be prepared for alternative instructions during the response

TEACHERS:

- Grab attendance sheet, if possible
- Lead students to evacuation location
- Take attendance, account for students and prepare for reunification process

ACTIVE INTRUDER

RUN-HIDE-FIGHT - ACT IMMEDIATELY

An ACTIVE INTRUDER situation is where an individual or individuals are “actively engaged in harming or attempting to harm people in a confined and populated area.” Be prepared for anything at anytime.



STUDENTS:

- Evacuate (Run) from intruder if you can identify the location; leave belongings behind
- Lockdown (Hide)
- Fight as a last option
- Be prepared to transition to the RUN, HIDE, FIGHT model during the crisis

TEACHERS:

- Be clear and concise with directions
- Be calm, directive and LEAD
- Follow the RUN, HIDE, FIGHT model