

School emergency response: Quick reference guide



Lockdown

Use when: There's a threat inside the building.

Announcement:
"An emergency situation exists. Go to lockdown immediately."

What to do:

1. Clear the hallway near your room and bring everyone inside
2. Lock doors, turn off lights, and cover door windows if needed
3. Move everyone away from doors and windows
4. Have students and staff sit quietly along an interior wall
5. Do not open the door or respond to anyone outside
6. Ignore all bells and alarms unless told otherwise
7. If outside, move to the designated off-campus evacuation site and wait for instructions



Exterior lockdown

Use when:
There's a threat near the school but not inside.

Announcement:
"A security situation exists in the community. Secure all exterior doors immediately."

What to do:

1. Close and lock all exterior doors and windows and close window shades
2. Continue normal activities inside the classroom
3. Cancel all outdoor activities (recess, PE, etc.)
4. Do not allow anyone to leave the building or move between buildings
5. Account for everyone and report any missing or extra people to the office
6. Staff not supervising students should go to the office for assignments and help monitor entrances



Clear the halls

Use when:
Hallways need to be cleared quickly.

Announcement:
"Clear all hallways immediately. Please go to the nearest room and stay there until further notice."

What to do:

1. Bring anyone nearby into your room
2. Keep doors closed and continue classroom activities
3. If you're in a shared area (gym, lunchroom, media center, etc.), go to the nearest classroom
4. Stay out of hallways and commons areas
5. Account for all students and report any missing or extra individuals
6. Ignore all bells and alarms unless told otherwise
7. Staff not supervising students should contact the office for direction



Evacuation

Use when:
There's an emergency inside the building that requires everyone to leave.

Announcement:
"Evacuate the building. Go to your designated exterior assembly area."

What to do:

1. Follow designated exit routes to your assigned assembly area
2. If time allows, close doors and turn off lights
3. Use an alternate route if your primary exit is blocked
4. In cold weather, allow students to grab coats if it's along the exit path
5. Bring your class roster, phone list, and go kit
6. Take attendance:
 - a. Display GREEN card if everyone is accounted for
 - b. Display RED card if someone is missing or injured
7. Do not release students to parents unless directed by the reunification plan



Shelter-in-place

Use when:
There's an emergency outside (e.g., severe weather, chemical release).

Announcement:
"Implement shelter-in-place procedures. Move to designated shelter locations immediately."

What to do:

1. Move to your designated shelter location
2. Close doors and windows; take your roster and phone list
3. Gather anyone from the hallway and bring them to shelter
4. If outside, go to the nearest interior shelter area
5. Move from portable classrooms to shelter locations inside the main building
6. Account for everyone and report any missing or extra people
7. Ignore bells and alarms unless told otherwise
8. Stay in shelter until cleared by administration or emergency responders