

SECURE THE PERIMETER – Potential external threat to student safety

- Administrator announces over intercom.
- Actions:
 - Normal classroom and internal school movement continues except for MUSIC, PE, RECESS.
 - All exterior doors locked
 - Students outside of building are called in (Recess, PE, Music)
- IT IS OVER when Administrator announces on intercom.

SHELTER IN PLACE - No immediate threat to student safety, but a need for control.

- Administrator announces over intercom.
- Actions:
 - Students remain in classroom until “Shelter In Place” is cancelled.
 - All doors (internal and external) are latched and locked.
 - All bells disregarded.
 - Instruction continues in classroom. Lights remain on.
 - Teachers notify office if students are in bathroom so that they can be found and returned.
- IT IS OVER when Administrator announces on intercom.

LOCKDOWN – Serious internal or external threat to student safety. Law enforcement advisory.

- Administrator or Secretary announces over intercom.
- Actions:
 - All external, internal, and classroom doors locked.
 - Lights off and move children to protected area away from windows. No one leaves classroom.
 - Window covered with black paper and blinds closed.
 - Barricade door if possible with heavy furniture.
 - Do not respond to anyone at the door.
 - Disregard all fire alarms and other verbal instructions.
- IT IS OVER when your door is unlocked by a law enforcement or administrator.

EVACUATION – Bomb threat, gas leak, chemical spill. Need to relocate students and staff quickly.

- Administrator announces need to evacuate.
- Actions:
 - Turn off lights and all electrical equipment. Close all doors.
 - Lead children away from building following FIRE Exit route.
 - Take emergency folder and student contact list.