

EMERGENCY CODES AND RESPONSES

SITUATION	EXAMPLES	CLASSROOM PROCEDURE
Shelter in Place	<p>ENVIRONMENTAL CRISIS / EXTREME WEATHER</p> <p>e.g. fire or chemical spill off-site</p> <p>tornado, thunderstorm, hail storm</p>	<p>TAKE SHELTER IN THE BUILDING</p> <p>Collect students from gyms and outside areas. Close all windows. Stay away from windows.</p> <p>Move to hallways on the lower level and/or safe interior rooms. Instruct students to protect themselves: tuck heads down and place hands behind head and neck.</p>
Hold and Secure	<p>DANGEROUS SITUATION</p> <p>Outside the Building</p> <p>e.g. police initiated action, crime in progress, suspicious trespasser</p>	<p>ADJUST CLASSROOM ROUTINE</p> <p>Collect students from outside areas. Lock all exterior doors. Stay away from windows. School routines continue with appropriate adjustments.</p>
Lockdown	<p>ARMED / VIOLENT INTRUDER</p> <p>Inside the Building</p>	<p>LOCK DOWN</p> <p>Clear students from halls into nearest classroom or enclosed area. Lock classroom door. Turn off lights. Instruct everyone to move away from door or areas of immediate threat. Stay out of sight and low to the floor. Remain quiet. Disregard alarms and bells until announcement is made. Elementary schools – Release Main door electronic lock.</p>
Evacuation	<p>FIRE GAS LEAK CHEMICAL SPILL BOMB THREAT</p> <p>Inside the Building</p>	<p>EVACUATE THE BUILDING</p> <p>SAME ACTIONS AS FIRE ALARM BELLS</p> <p>Close windows. Collect class/student list. Evacuate in an orderly manner. Take no personal belongings. Close doors and leave unlocked. Follow Fire Route to nearest safe exit. Proceed to designated assembly area on or off school grounds. Take attendance. Monitor welfare of students. Staff and students remain together and wait for further instructions. Crisis Response Team checks designated areas for clearance of building. Elementary schools – Release Main door electronic lock.</p>