

In an Emergency

When you hear it. Do it!



Alert

Lockdown

Shelter-in-Place

Confront

ALERT! Stop and Listen

Students

Listen to announcement
NO cell phone use

Teachers

Listen to announcement
Follow instructions & retrieve flip chart

SHELTER-IN-PLACE! Secure the perimeter

Students

Return inside
Business as usual
NO cell phone use

Teachers

Lead students inside if outside
All staff take attendance
Increase awareness
Keep students in classroom unless told otherwise

LOCKDOWN! Lock, barricade, lights, out of sight

Students

Maintain Silence
Move out of sight
NO cell phone use unless to update 911

Teachers

Lock and barricade classroom doors
Turn off lights
Move out of sight
Take attendance
Listen for announcement of further instructions

CONFRONT! Intruder has entered the room

Students & Teachers

Distract, Throw Objects, Subdue intruder if possible! Evacuate at any opportunity

EVACUATE! Move to assigned meeting place

Students

Form A Line
Leave adult behind if necessary
Move Quickly

Teachers

Lead to evacuation location
Take attendance upon arrival
Notify personnel of: missing/ extra/ injured students

