

EMERGENCY PROCEDURES



LOCKOUT EXPECTATIONS

When there is a potential threat outside the building

Lockout will be announced by public address system using plain language.

Procedures:

- ▶ Lock all exterior doors and windows.
- ▶ All outside activities are terminated.
- ▶ Entry to the building is gained only through front main entrance-only with ID and if person has appointment in the building. Facilities turns off card access.
- ▶ Classes otherwise continue as normal.

Lockout is lifted when the external threat is resolved. Notification of such resolution will be made via the PA system.

RESPONSE ACTIONS

Shelter-in-Place

Shelter-in-Place will be announced by public address system using plain language.

Teacher Procedures:

- ▶ Look in the hallway-direct any students or staff into your room. Contact teachers to report the location of their students.
- ▶ Teachers and students report to the nearest classroom/office as fast as possible.
- ▶ Take attendance-report missing students.
- ▶ Do not allow anyone to leave the room until released.
- ▶ Wait for further instructions or the all-clear signal.
- ▶ Classes will continue , unless otherwise directed.

FIRE DRILL EXPECTATIONS

- Students should move **QUICKLY and QUIETLY**.
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- There should be a **fire drill notice** in each classroom with procedures and exit for that class. Notify the custodian if this item is missing.
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- We will practice fire drills the first two weeks of school for an orderly and quick exit.
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- Take a register with names of students to take attendance. Record the attendance on the fire drill slip and submit to the person with the walkie-talkie in your area. The fire drill slips are color coded and marked.
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SPECIAL CIRCUMSTANCES

- Follow evacuation route at all times
- Use an alternate evacuation route only if the marked evacuation path is obstructed.
- Lunch periods: Exit the cafeteria via exit 1 and 2
- During transition times
 - Follow the same protocol
 - Exit the building as quickly as possible.
 - Report to your usual assigned post and assist with student supervision.

FIRE DRILLS EXPECTATIONS

- You may reenter the building when the all clear signal is given in an organized way.
- Students are to remain with you at all times during the fire drill.
- After all clear, students must re-enter the building with their teacher and go straight to their classrooms.
- Be vigilant and make sure that nobody enters the building with your original group.
- Anyone refusing to follow your directions during any emergency, please notify Mr. Richards.

LOCKDOWN

LOCKDOWN EXPECTATIONS

- It is our responsibility to ensure the safety of our students and each other. An emergency situation that requires a lockdown or restricted movement applies to everyone.
- **Adults are not exempt from the expectations.**

LOCKDOWN EXPECTATIONS

- **Lock** classroom door(s) and have students take a seated position on the floor next to the wall out of view from the door window.
- **Stay out of sight at all times.**
- Remain where you are unless redirected by an administrator or school safety officer.
 - If you are inside the building, you may not leave.
 - If you are outside of the building, you may not re-enter.
- **Leave** the window blinds as they are.
- Turn your lights off.
- **Immediately** gather students from areas nearest your room into your classroom or office if you see anyone in your close vicinity without jeopardizing the safety of yourself and others.

LOCKDOWN EXPECTATIONS

- Everyone in the office area including all visitors will immediately move to the AP's office located in the main office. All doors in the office area will be closed and locked.
- All Physical Education classes in the gym will immediately go to the locker rooms and secure all doors.
- When Security is notified of a Lockdown, Security must adhere to the following procedure:
- Security Officers will move students and staff to the nearest classroom or secured area
 - Once hallways are clear of students and staff find a safe location for themselves unless you are in danger and cannot get to students and staff.
 - Refrain from radio transmission unless directed by the Resource Officer or Principal or Principal's designee.

PLEASE REMEMBER....

- To Document and Attend to any injuries as well as possible.
- No One should be allowed to enter or leave a classroom or office under any circumstances.
- Take attendance – include additions. Missing students' last known locations should be noted.
- **Immediately** gather students from areas nearest your room into your classroom or office if you see anyone in your close vicinity without jeopardizing the safety of yourself and others.

IT IS IMPORTANT THAT

- Your classroom rosters are up to date and every student is accounted for in every emergency situation.

PLEASE DO NOT....

- Answer or communicate through your locked door.
- Allow anyone into your “secured” area.
- Respond to a Fire Alarm unless imminent signs of fire are observed.
- Respond to verbal “All Clear” over the PA.
- Talk within your secured area, except only as absolutely necessary.
- Cover windows.
- Open the door for any reason.

PLEASE REMEMBER.....

- Lockdown will end ONLY when you are released from your room by authorized Rochester City School District Staff or emergency responders.

THANK YOU