

EMERGENCY Response

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Shelter -In-Place

Used to shelter students and staff inside the building.

- x Listen for instructions about the situation and your actions.
- x Students in hallways should return to assigned classroom, if possible.
- x Classroom teachers, take attendance.
- x All other staff assist students, as needed.
- x Move away from windows, if situation warrants.
- x If instructed, move out of classroom to designated safe area. Stay together at all times.
- x Take Attendance.
- x Listen for updates.

Hold -In-Place

Used to limit movement of students and staff while dealing with short term emergencies.

- x Listen for instructions about the situation and your actions.
- x Students in hallways should return to assigned classroom, if possible.
- x Classroom teachers, take attendance.
- x All other staff assist students, as needed.
- x Listen for updates.

Evacuate

Used to evacuate students and staff from the building.

- x Listen for instructions about the situation and your actions.
- x Lead students to designated assembly or announced assembly area. Use secondary route, if necessary.
- x Bring attendance list and class roster.
- x Close the classroom door after exiting.
- x Take attendance when safe to do so.
- x If evacuating off site, take attendance before moving from and upon arrival at off site.