

GENERAL RESPONSE OPTIONS

I. Change in School Hours

Change in School Hours can be a delay in school start time, early school closure or school closure. Change in School Hours most commonly occurs when there is inclement weather. Inclement weather includes heavy snowstorms, severe thunderstorms, severe electrical storms, severe rain and wind. Other incidents that could affect school hours: power outages, water problems, or an occurrence in the community not directed at the school.

In the event of inclement weather, staff and parents are advised to monitor radio and television news for possible Change in School Hours or school closure. Most radio and TV stations broadcast school closures, delay in school start time and other emergency information. All school and program staff will be expected to report to school at the regular reporting time.

In the event of early school closures due to inclement weather, students riding buses will be released only when their route bus arrives.

Students not riding buses will remain supervised at school until arrangements are made for transportation home.

Teachers will maintain attendance records.

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II. Evacuation

Evacuation is defined as the process for totally clearing an area or building due to a dangerous situation. Some reasons for Evacuation include fire, structural damage, or hazardous materials.

Response	Tone	Verbal
Evacuation	Long buzzer	"Evacuate."

The plan for Evacuation should include the following:

1. All rooms in the school building should have an Evacuation plan including a primary and secondary route for Evacuation.
2. The planned routes for Evacuation should be posted next to each door in every room.
3. Teachers initiate an Evacuation if there is an immediate danger in the room such as fire, gas leak, or HAZMAT spill. Area Leaders may determine if an Evacuation is needed for their area and the safest evacuation route to use.
4. The Principal/Administrator in charge usually decides when to evacuate the entire school. Once the decision to evacuate has been made, sound the continuous alarm or buzzer, or use the verbal announcement, "Evacuate". Take the red radio (800 MHz).
5. Staff will evacuate with the classroom attendance list and classroom emergency kit, and lead all individuals in the area through the planned evacuation route to the pre-designated area outside the building. If time permits, have students take jackets or sweaters with them.
6. If the primary route is blocked, staff should inform all students in their care and take students through a secondary route.
7. Upon completion of Evacuation, staff should take attendance immediately to ensure that all students and adults are accounted for. The results of the attendance roll should be reported immediately to the Principal/ Incident Commander, and Administration Section Chief.
8. All building plans should include procedures for evacuating the disabled. Consult with your local fire station to develop a plan. Specific adults should be assigned to assist students/staff with disabilities. Make sure that this procedure is practiced during disaster drills. Schools should also identify special evacuation equipment needed in schools with stairs.
9. All individuals will remain with their class away from evacuated area until the "All Clear" signal is sounded or further direction from the Incident Commander is given.

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III. Reverse Evacuation

A Reverse Evacuation is defined as the process for moving students/staff indoors quickly. Some reasons for Reverse Evacuation include gunshots, drive by shooting, school is notified by law enforcement that an armed individual may be in the area, etc.

Response	Tone	Verbal
Reverse Evacuation	3 short rapid bells, and a 3 second pause, repeated at least 5 times	"Return to the building immediately."

The plan for Reverse Evacuation should include the following:

1. A Reverse Evacuation plan should be developed for all areas where students congregate outside the building.
2. Sound appropriate signal, 3 short, rapid, continuous bursts of sound (e.g., bell, buzzer, whistle, etc.) or use the verbal announcement, "Return to the building immediately".
3. Call 911 and the Safety and Security Department (252-0707) immediately.
4. All the unlocked doors entering the building need to be staffed by assigned school personnel.
5. Move students/staff/approved visitors indoors quickly.
6. All students/staff should return to their Shelter-in-Place assignments (see Shelter-in-Place section). Visitors should immediately go to the main office.
7. Once all students, staff and approved visitors are inside, the building exterior doors should be locked and Shelter-in-Place procedures initiated.

8. After everyone has arrived in the classroom, attendance will be taken immediately. A report will be given to the Principal or designee as quickly as possible.
9. All individuals will remain in their classrooms or area until the "All Clear" signal is sounded.
10. If the Principal/Incident Commander deems the situation critical, a "Lockdown" should be ordered and communicated.

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IV. Relocation

Relocation is defined as the process for moving an entire school from one location to another due to a dangerous situation. Some of the reasons for Relocation include fire, hazardous material incidents or structural damage. The plan for Relocation is always communicated by verbal or written instruction.

Response	Tone	Verbal
Relocation	No signal	Verbal or written communication of Relocation site and route.

The process for Relocation should include the following:

1. All staff should know where the various Relocation sites* are prior to the Relocation.
2. The planned routes for Relocation should be posted next to each door in every room.
3. The Principal/Administrator in charge will make the decision to relocate. Police, Fire Department (911) and the District Safety and Security Department (252-0707) can be used for advice. Take red radio (800 MHz).
4. The Safety and Security Department must be notified at 252-0707, or by red radio. If the Relocation is to a place where buses will meet the students and staff, this must also be relayed.
5. Once the decision to relocate has been made, all staff must be notified verbally (or in writing) of the Relocation details, including which meeting

point will be used, and when the Relocation will begin. Red radios should be turned on to Channel 2, Toggle Switch at "A" setting (SEC).

6. At the meeting point, the teacher must call roll to determine if all the students are present. The results of the attendance roll should be reported immediately to the Principal/Incident Commander.
7. All building plans should include procedures for relocating the disabled. Specific adults should be assigned to assist student/staff with disabilities. This should be practiced during emergency drills.
8. After the building is abandoned, the school must be searched for individuals.
9. If time permits, doors must be locked and alarms turned on.
10. The Safety and Security Department will notify the Relocation site of the estimated time of arrival and the number of students and staff being relocated.

** Potential Relocation sites must be identified. School administration must secure permission to use proposed site. Emergency contact information of potential sites should be maintained in the emergency kit and reviewed annually.*

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V. Shelter-in-Place

Shelter-in-Place is the process of keeping students and staff safe from dangers within the community. Schools would Shelter-in-Place in events such as a hazardous material incident, radiation incident, snowstorm, vague threats, or violence in the community that is not directed at the school. ACADEMICS ARE ONGOING.

Response	Tone	Verbal
Shelter-in-Place	3 short rapid bells, and a 3 second pause, repeated at least 5 times	"Please Shelter-in-Place until further notice."

The process for Shelter-in-Place should include the following:

1. Sound the Shelter-in-Place signal to alert staff to implement the Shelter-in-Place process.
2. If students or staff are outside, an alarm should sound to notify staff to conduct a Reverse Evacuation.
3. If appropriate, call 911. Notify the Educational Director and the Safety and Security Department (252-0707). Additional Security staff will be sent to assist school.
4. All exterior doors should be locked. One door should be designated as the ingress/egress door. This door should be monitored at all times.
5. Signs should be put on all doors notifying outsiders which door is left open for entrance into the school.

6. Students may remain in existing classroom for extended class periods (have custodians or secretary curtail the automated bell system). In order to decrease anxiety, attempt to keep to the normal schedule as much as possible. When possible, students may be released from the classroom to go to the bathroom. Additional hallway supervision will be necessary.
7. Shelter-in-Place process should continue until the "All Clear" signal is sounded.

Note: If an extended Shelter-in-Place is anticipated, classrooms in portables may be reassigned to library/cafeeteria to allow access to facilities.

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VI. Lockdown

A Lockdown is the process of protecting students and staff from external and internal dangers. A Lockdown is used when the potential for violence within the campus exists, usually during a red alert status, and potentially during an orange alert status.

Response	Tone	Verbal
Lockdown	Short, rapid, continuous bursts of sound	“Lockdown, Lockdown, Lockdown.” <i>If hostage (or gun) in the building:</i> “Mr. Lincoln is in the....(location of the danger, e.g., in the office, on the playground).”

5. All exterior doors should be locked; windows should be closed and maximum concealment provided.
6. A Lockdown continues until Police or Principal/Administrator unlocks the door and verbally gives the “All Clear” signal.
7. Students/staff and visitors who are outside the building must implement the safest approach for the particular circumstances. This may include Reverse Evacuation, Relocation or searching for cover and concealment.

The process for Lockdown should include the following:

1. The Lockdown signal should be sounded to alert all staff and students to implement Lockdown procedures.
2. Call 911 if appropriate. Notify the Educational Director and the Safety and Security Department (252-0707).
3. Direct all students and visitors to the nearest room. Lock the door, close windows and provide maximum concealment (close blinds/drapes and cover windows to obscure visibility).
4. Provide maximum cover (protection from weapons) by positioning students/staff against the wall that provides the most protection, keeping everyone seated as low as possible and remaining quiet.