

Drop, Cover, and Hold

Drop, Cover, and Hold is activated in order to protect students and staff from falling objects or items that may become “projectiles”.

- Face away from windows.
- Drop to the floor.
- Cover by getting under a sturdy table, desk, or other piece of furniture. If there is not suitable furniture available, cover face and head with arms. Remain in drop position until given further instructions.
- When directed or when it is safe to do so, staff may have to evacuate or implement another Response Actions as the situation dictates.

Secure Campus

Secure Campus is activated when it is necessary to protect staff and students from a threat from outside the school building.

When indoors, students and staff should:

- Staff should close all windows and curtains (particularly ground level).
- Check that all exterior doors are closed and locked.
- Continue normal academic functions unless informed to take another action or Secure Campus is terminated.

When outdoors staff and students should:

- Activate Reverse Evacuation (See Reverse Evacuation procedure).
- All outdoor activities should be cancelled.

Shelter-In-Place

Shelter-In-Place is activated when it is necessary to protect staff and students from airborne hazardous materials, toxic smoke or nuclear material.

- Staff should close all windows.
- Check that all exterior doors are closed and locked.
- Shut off heating and air-conditioning equipment and fans
- Close all vents that can potentially carry outside air into a building. Vents that can not be secured should be covered by utilizing duct tape and plastic.
- Escort all students to the secure room(s).
- Depending on the situation all entry and dismissals should only be allowed through one point of entry which is monitored.
- Await further information.
- Prepare for evacuation.

Lockdown

Lockdown is activated when it is necessary to protect staff and students from a violent intruder or any other situation, that would entail securing staff and students in their classrooms or other areas that are able to be locked.

- Report to the nearest room or Area of Refuge. **Evacuate if an Area of Refuge or classroom can not be safely reached.**
- Close and lock doors and windows.
- Cover the door window if necessary.
- Staff should move students so they can not be seen
- Shut off lights
- Remain quiet
- If the Fire Alarm sounds do NOT evacuate, but stay aware of situation
- Wait for further instructions.
- Be prepared to institute other Response Actions, as necessary.

When outdoors staff and students should:

- Not reenter the school building, Immediately go to an outside Area of Refuge.

Evacuation

Evacuation is activated when it is necessary for staff and students to exit the school building.

When the school Fire Alarm system activates students and staff should:

- Exit the school by the nearest and safest exit (do not pick up coats or belongings).
- Gather at the designated meeting area
- Staff will take attendance.
- Staff will observe the students for signs of heat or cold exposure.
- Await further instructions.

In some cases it may be necessary to evacuate a school one room at a time. Two situations where this may be necessary are; an internal hazardous material spill, a hostage situation. Staff and students should;

- Evacuate the immediate area of danger.
- Staff should notify the office of the situation.
- Evacuate adjacent rooms away from the danger area.
- In the case that Fire or Police are on site follow their instructions.
- Gather at the designated meeting area, staff will take attendance.
- Await further instructions.

Reverse Evacuation

Reverse Evacuation is activated when it is necessary for staff and students to enter the school quickly in order to avoid a dangerous or potentially dangerous situation outside the school.

- If directed by school administration Reverse Evacuation immediately.
- Walk quickly into the nearest entrance.
- Notify the principal/office as soon as possible (if action wasn't initiated by the office).
- Report to a designated meeting area, check for injuries.
- Staff will take attendance.
- Remain quiet for further instructions.