

Drop, Cover, and Hold
<p>Drop, Cover, and Hold is activated in order to protect students and staff from falling objects or items that may become “projectiles.”</p> <ul style="list-style-type: none">▪ 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 Response Actions as the situation dictates.
Secure Campus
<p>Secure Campus is activated when it is necessary to protect staff and students from a threat from outside the school building.</p> <p>When indoors, students and staff should:</p> <ul style="list-style-type: none">▪ Staff should close all windows and shades (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. <p>When outdoors, staff and students should:</p> <ul style="list-style-type: none">▪ Activate Reverse Evacuation (See Reverse Evacuation procedure).▪ All outdoor activities should be cancelled.
Shelter-In-Place
<p>Shelter-In-Place is activated when it is necessary to protect staff and students from airborne hazardous materials, toxic smoke, or nuclear material.</p> <ul style="list-style-type: none">▪ 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.▪ Escort all students to the secure room(s).▪ Depending on the situation, all entry and dismissals should be allowed through only one point of entry which is monitored.▪ Await further information.▪ Prepare for evacuation
Lockdown - ALICE
<p>Lockdown is activated in the event of a violent critical incident, such as an armed intruder, active shooter or other significant life safety event. Lockdown and any other information about incident should be stated as quickly as possible using intercom or other means Everyone should respond to the event based on the information that is shared</p> <ul style="list-style-type: none">• Lockdown protocol is ALICE<ul style="list-style-type: none">ALERT - What information you receive by Intercom, sight, sounds, etcLockdown - Traditional lockdown plus barricade and/or alternate evacuationInform - Passing on real time information about what is happening, who, what, when and whereCounter - Taking back control as a last resort, throw objects at the intruder, run, be loud, swarm, distract and evacuateEvacuate - Preferred response; Leave the building by safest means, quickly, quietly running to rally point, do not stop for belongings
Evacuation
<p>Evacuation is activated when it is necessary for staff and students to exit the school building.</p> <p>When the school Fire Alarm system activates, students and staff should:</p> <ul style="list-style-type: none">▪ 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.▪ <p>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, or a hostage situation. Staff and students should:</p> <ul style="list-style-type: none">▪ 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
<p>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.</p> <p>If directed by school administration Reverse Evacuate immediately.</p> <ul style="list-style-type: none">▪ 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.
Scan
<p>Scan response action is activated when it is necessary for staff to look around their area for any item which doesn’t belong there. Scan will be activated primary in the case of a Bomb Threat, but could be utilized for any situation that required the staff to look for an item which may cause harm.</p> <p>Procedure: The following procedures will be implemented by staff when directed or when deemed appropriate or necessary by school authorities.</p> <p>When notified, staff should:</p> <ul style="list-style-type: none">▪ Look around your room for anything you are unable to identify. Scan: High, Middle, and Low.▪ Do not move, open, or touch a suspicious object.▪ Do not use radios or cell phones.▪ If something is found, evacuate to a safer area.▪ Notify the Command Post of the location and description of the item or that your area is clear.▪ Remain quiet and wait for further instructions.
Stay Put
<p>Stay Put is activated in instances requiring isolation in an area, that may not necessarily be a safety issue for all students /staff)</p> <ul style="list-style-type: none">▪ Students are to be cleared from the hallways and common areas immediately.▪ Assist those needing special assistance or accommodations.▪ Normal classroom activities should continue to occur.▪ Do not allow anyone to leave the classrooms or offices.▪ Wait for further instructions.