

Duck, Cover and Hold

Signal: No Bell

To be used in the event of:

- Earthquake
- Fallen Aircraft
- Possible Explosion
- Severe Storm

Teachers will:

- Direct students away from windows, bookshelves and carts
- Direct students to duck under desks, tables, etc. and cover their heads and faces with their arms
- Assume the same duck and cover position as the students
- Await further instructions from Crisis Response Team or “All Clear” signal
- After the “All Clear” signal, take attendance and determine the condition of the room
- Report injuries or other immediate safety concerns to the Crisis Response Team

Students will:

- Move quickly away from windows, bookshelves or unsecured carts or equipment
- Duck under the desk or table
- Once positioned, kneel with head resting at knees, arms and covering back of head
- Refrain from using cell phones
- Remain in place until given the “All Clear” signal

Crisis Response Team Members will:

- Determine the level of response required for the incident
- Establish an incident command center
- Notify District Office (Planning /Intelligence)
- Prepare materials for emergency response personnel (Logistics)

Code is rescinded when:

- Conditions are deemed safe by the Incident Commander (Principal or appropriate civil authority)
- Teachers are given the “All Clear” signal either one short bell or verbal instructions