# Universal Emergency Procedures

## Lockdown
For use to protect building occupants from potential dangers in the building.

**When the announcement is made:**
- Students are to be cleared from the halls immediately and to report to nearest available classroom.
- Assist those needing special assistance.
- Close and lock all windows and doors and do not leave for any reason.
- Cover all room and door windows.
- Stay away from all doors and windows and move students to interior walls and drop.
- DO NOT TURN OFF LIGHTS.
- BE QUIET!
- Take attendance; report according to Student Accounting and Release procedures.
- Wait for further instructions.
- Do not allow anyone to leave without an “all clear” signal.

## Evacuation
For use when conditions outside are safer than inside.

**When announcement is made or alarm sounded:**
- Take the closest and safest way out as posted (use secondary route if primary route is blocked or hazardous).
- Take roll book for student accounting.
- Take classroom incident response kit.
- Assist those needing special assistance.
- Do not stop for student/staff belongings.
- DO NOT LOCK DOORS.
- Go to designated Assembly Area.
- Check for injuries.
- Take attendance; report according to Student Accounting and Release procedures.
- Wait for further instructions.

## Shelter-in-Place
For use in external gas/chemical release and natural hazards.

**When the announcement is made:**
- Students are to be cleared from the halls immediately and to report to nearest available classroom or other designated location.
- Assist those needing special assistance.
- Take attendance; report according to Student Accounting and Release procedures.
- DO NOT ALLOW ANYONE TO LEAVE THE CLASSROOM.
- Stay away from all doors and windows.
- Wait for further instructions.

## Relocation
For use to move students and staff off campus and away from a dangerous situation.

**If a directive to relocate certain students is given:**
- The principal, designee, or public safety officials will indicate a specific place.
- Remain calm.
- DO NOT LOCK DOORS.
- Take roll book for student accounting.
- Take classroom incident response kit.
- Account for all students and staff.
- Take attendance; report according to Student Accounting and Release procedures.
- Wait for further instructions.

**ALL CLEAR:** The school can resume normal operations.