

## 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

**Lock Out** 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 cannot 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 cannot be safely reached.**
- Close and lock doors and windows.
- Cover the door window if necessary.
- Staff should move students so they cannot 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; (1) an internal hazardous material spill and (2) 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.