

SAU #9 Emergency Action Plans

Drop, Cover, and Hold

(Yellow)

Drop, Cover, and Hold is signaled by identified tone, followed by announcement. It 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. Cover face and head with arms.
- Remain in drop position.
- Take attendance, including all staff and students.

Secure Campus (Indicate Threat OR Medical)

(Green)

Secure Campus is signaled by identified tone, followed by announcement. It is activated when it is necessary to protect staff and students from a threat from outside the school building, and or a medical event.

MEDICAL

- Continue normal academic functions unless informed to take another action or Secure Campus is terminated

THREAT

When indoors, students and staff should:

- Staff should close all windows and curtains (particularly ground level).
- Check that all doors are closed and locked.
- Take attendance, including all staff and students.

When outdoors staff and students should:

- Activate Reverse Evacuation (See Reverse Evacuation procedure).

Shelter-In-Place

(Orange)

Shelter-In-Place is signaled by identified tone, followed by announcement. It 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 and curtains (particularly ground level).
- Check that all doors are closed and locked.
- Take attendance, including all staff and students.
- 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.
- 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

(Grey)

Lockdown is signaled by an identified tone, followed by announcement. It is used when it is necessary to protect staff and students from a violent intruder or any other situation, which would entail securing staff and students in their classrooms or other areas that are able to be locked.

- Report to the nearest room. Evacuate if classroom cannot be safely reached.
- Check that all doors and windows are closed and locked.
- Cover the door window if necessary.
- Staff should move students so they cannot be seen, shut off lights.
- Take attendance, including all staff and students.
- Remain quiet.
- If the Fire Alarm sounds do NOT evacuate, but stay aware of situation.
- Wait for further instructions.

When outdoors staff and students should:

- Do not reenter the school building, immediately go to an outside Area of Refuge.

Evacuation

(Red)

Evacuation may be signaled by fire alarm. It is used when it is necessary for staff and students to exit the school building.

- 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. Display Red Card if student missing, display Green Card if all present.
- Staff will observe the students for signs of heat or cold exposure. Display Red Card if medical attention is needed.
- 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.

Reverse Evacuation

(Blue)

Reverse Evacuation is signaled by whistle, air horn, intercom or bullhorn. It 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.

Scan Procedure

(Purple)

Scan Procedure is signaled by an announcement. It is activated when it is necessary for staff to look around their area for any item which doesn't belong there. It will be activated primarily in the case of a Bomb Threat, but could be used for any situation which may cause harm.

- Look around your room for anything you are unable to identify.
- Scan: High, Middle, Low
- If something is found, do not open, move or touch suspicious object. Evacuate to a safer area.
- Do not use cell phones or radios if it is a Bomb Threat.
- Notify office and describe the suspicious item.
- Remain quiet and wait for further instruction