



LOCKDOWN - "Attention: We are now in Soft/ Hard Lockdown. Take Proper Action."

Students must:

1. Move out of sight and maintain silence.

Teachers must:

1. Check the hallway outside of their classrooms for students, lock classroom doors, and turn the lights off.
2. Move out of sight and maintain silence.
3. Wait for First Responders to open door, or until hearing the "All Clear" message: "**The Lockdown has been lifted**", followed by specific directions.
4. Take attendance and account for missing students by contacting main office.



SHELTER-IN - "Attention: This is a Shelter-In. Secure all exit doors."

Students must:

1. Remain inside of building.
2. Conduct business as usual.
3. Respond to specific staff directions.

Teachers must:

1. Increase situational awareness.
2. Conduct business as usual.
3. The Shelter- In directive will remain in effect until hearing the "All Clear" message: "**The Shelter-In has been lifted**", followed by specific directions.

BRT members, floor wardens, and Shelter-In staff will secure all exits and report to specific post assignments.



EVACUATE: The fire alarm system is the initial alert for staff and students to initiate an evacuation due to fire. Any necessary PA alerts made must offer specific instructions.

Students must:

1. Leave belongings behind and form a single file line.

Teachers must:

1. Secure evacuation folder (with attendance sheet and Assembly Cards).
2. Lead students to evacuation location as identified on Fire Drill Posters.

ALWAYS LISTEN FOR ADDITIONAL DIRECTIONS.

3. Take attendance and account for students.
4. Report injuries, problems, or missing students to school staff and first responders using Assembly Cards.

When evacuating because of a bomb threat or suspected explosive device, the use of electronic devices is prohibited.

REMEMBER TO USE THIS CARD EVERY TIME YOU HEAR ONE OF THESE ALERTS.

OK

OK

